



COUNCIL MEETING NOTICE/AGENDA

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DATE: Tuesday, December 4, 2012
TIME: 10 a.m. – 5 p.m.
LOCATION: Hilton Sacramento Arden West
2200 Harvard Street
Sacramento, CA 95815
(916) 922-4700

TELECONFERENCE SITE:

Washington Hilton
Room Name: Morgan
1919 Connecticut Avenue, NW
Washington, DC 20009

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2.	ESTABLISHMENT OF QUORUM	L. Shipp
3.	WELCOME/INTRODUCTIONS	L. Shipp
4.	PUBLIC COMMENTS	

*This item is for members of the public only to provide comments and/or present information to the Council on matters **not** on the agenda. Each person will be afforded up to three minutes to speak. Written requests, if any, will be considered first. The Council will provide a public comment period, not to exceed a total of seven minutes, for public comment prior to action on each agenda item.*

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L. Shipp

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i. Election of Officers

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9. ADJOURNMENT

L. Shipp



DRAFT

**Council Meeting Minutes
September 12, 2012**

Members Present

April Lopez
Bill Moore
Catherine Blakemore
Dan Boomer
Jennifer Allen
Jennifer Walsh
Jonathan Clarkson
Jorge Aguilar
Kecia Weller
Kerstin Williams
Kris Kent
Leroy Shipp
Lisa Cooley
Max Duley
Molly Kennedy
Olivia Raynor
Patty O'Brien-Peterson
Ray Ceragioli
Robert Jacobs
Robin Hansen
Sarah Ludeman
Terri Delgadillo

Members Absent

David Forderer
Janelle Lewis

Others Attending

Anastasia Bacigalupo
Angie Lewis
Bob Phillips
David Botelho
Dawn Morley
Dena Hernandez
Jane Lefferdink
Joe Bowling
Julie Eby-McKenzie
Kara Read-Spangler
Kristie Allensworth
Lois Cissell
Margaret Shipp
Marilyn Barraza
Mary Agnes Nolan
Mary Ellen Stives
Melissa Corral
Mike Danti
Roberta Newton
Robin Maitino
Rocio Smith
Sarah Greenseid
Sarah May
Stacy McQueen
Susan Botkin
Susan Eastman
Szandra Keszthelyi
Vicki Smith

1. CALL TO ORDER/ESTABLISHMENT OF QUORUM

Leroy Shipp, Chairperson called the meeting to order at 10:03 a.m. and a quorum was established.

2. WELCOME AND INTRODUCTIONS

Council members and others attending introduced themselves.

3. PUBLIC COMMENT

Anonymous spoke about the Golden Gate Regional Center (GGRC) stating that GGRC is in violation of its contract with the state of California. Anonymous has requested to review GGRC's contracts on ten separate occasions and was denied access on each occasion. Anonymous stated that he has alerted the Department of Developmental Services (DDS) on four separate occasions and to date has not received a resolution. He also reported this noncompliance to the GGRC Board of Directors on several occasions with no resolution to date.

He hand delivered copies of the letters and the proof of delivery to Mark Hutchinson at the July Council meeting. Anonymous also requested an investigation from Disability Rights California. His request was denied. Anonymous is currently in the appeals process.

Marilyn Barraza spoke regarding her pending appointment to the Council. Marilyn expressed great concern that over one-third of California's population is not being represented on the Council and requested that Leroy Shipp address this at the next Executive Committee meeting and consider adding as an agenda item at the November meeting.

4. APROVAL OF JULY 2012 MEETING MINUTES

It was moved/seconded (Cooley/Weller) and carried to approve the July 18, 2012, Council meeting minutes presented. (1 abstention)

5. DEPARTMENT OF FINANCE MANAGEMENT LETTER

David Botelho and Susan Botkin from the Department of Finance presented an overview of the letter dated August 17, 2012 to Leroy Shipp which identified concerns about headquarters operating environment and deficiencies in contracting practices.

6. **CLOSED SESSION – EXECUTIVE DIRECTOR**

(Pursuant to Government Code Section 11126.3 (f) there will be an announcement of any action(s) taken during closed session.)

The following actions were reported out in open session:

Councilmembers will receive copies of relevant documents pertaining to the closed session matter and the documents will be treated confidentially. The second is that the Council, working with CalHR and DSS will acknowledge Carol Risley's letter of resignation. Third an Ad Hoc committee will continue the investigation of the contracts and the Ad Hoc committee will select an interim executive director and a permanent executive director.

7. **ELECTION OF NOMINATING COMMITTEE**

It was moved/seconded (Delgadillo/Jacobs) and carried to accept the Executive Committee's recommendation for the following slate of persons to serve on the Nominating Committee:

Leroy Shipp
Ray Ceragioli
Jorge Aguilar
Dan Boomer
Jennifer Allen

8. **COMMITTEE REPORTS**

a. **PROGRAM DEVELOPMENT COMMITTEE**

(i) **Cycle 35 Priority(s)**

Lisa Cooley presented the outcome of the August 23, 2012 PDC meeting which was charged with the review and scoring of 33 applications for Grant Cycle 35.

It was moved/seconded (Boomer/Jacobs) to award a two year Cycle 35 Program Development Grant in the amount of \$359,782 per year to Jay Nolan Community Services. Motion did not pass.

It was moved/seconded (Hansen/Kennedy) and carried to approve the development of an Ad-Hoc committee to re-review the Program Development Committee's recommendation to award \$359,782 to Jay Nolan Community Services and in this re-review, ensure that any recommendations for strengthening the evaluation component as well as the deliverables are made.
(1 abstention)

The Ad-Hoc Committee will be made up of the following Council members:

Dan Boomer
Jennifer Walsh
Jonathan Clarkson
Lisa Cooley
Molly Kennedy
Olivia Raynor
Patty O'Brien-Peterson
Robin Hansen

b. EMPLOYMENT FIRST COMMITTEE

The Committee is in the process of finalizing the Employment First Report to the Legislature. The report will summarize the key activities that were focused on this year, the advancement of Employment First policy that did not succeed in the legislature this year, the prioritization that occurred in the Committee, and the overall prioritization within the Committee to focus on youth and transition.

c. SELF-ADVOCATES ADVISORY COMMITTEE (SAAC)

Jennifer Allen reported that SAAC discussed annual goals, focusing on one statewide and one national issue of importance.

- (i) Convention on the Rights of Persons with Disabilities (CRPD) Recommendation.

The Committee recommends that the Council support CRPD. The Committee also recommends that the Council write a letter

to both California Senators and Senator Reid in support of a CRPD and request that they offer their support as well.

9. **STATEWIDE SELF-ADVOCACY NETWORK (SSAN)**

Jennifer Allen defined SSAN as a network designed to expand advocacy in California by building grassroots leadership and uniting voices statewide. There will be a meeting in October in Southern and Northern California focusing on the use of Adobe Connect. The Southern California meeting will take place at USC UCEDD and in Northern California at the M.I.N.D. Institute. The next quarterly meeting is scheduled for November 14-15 in Sacramento.

10. **COUNCIL MEMBERS' UPDATES**

Terri Delgadillo Department of Developmental Services, reported that as the director, she was taking full responsibility for where DDS is with Sonoma Developmental Center. DDS continues to take strong action by replacing the executive director, the clinical director, and terminating and/or disciplining employees. DDS has brought in an action team to look at every area of service and provide support to the staff that are there. They are doing unannounced visits each week on all of the shifts. Licensing has been in and they will be back in to review the progress to date and make sure the services being delivered there meet the law and the expectations of DDS. DDS' priority is to focus on what is going on there to get changes in place. Terri cited a couple of serious incidents one of which involved an individual with indecent exposure. This individual was subsequently terminated and prosecuted by local law enforcement. Terri also discussed the taser incident and stated that this also resulted in the termination of the employee responsible. Terri will continue to keep the Council apprised to all situations and progress with Sonoma.

Lisa Cooley discussed the upcoming Disability Policy forum hosted by ARC in October. The forum will be located in Washington D.C.

Robin Hansen, The M.I.N.D. Institute, discussed the success of the U.C. Davis Conference in August. Robin also mentioned the upcoming community forum entitled Minds Behind the Mind in January and the

forum on Down's syndrome in April. There will also be a forum focused on Autism in April in recognition of Autism Awareness Month.

Robert Jacobs, USC UCEDD at Children's Hospital Los Angeles, talked about the UCEDD's focus on two programs: their County Mental Health Programs and how to address the complex needs of persons with developmental disabilities; and the Obesity Control Program for kids on psychopharmaceutical medications.

Max Duley reported that Area Board 4 will be holding a voting forum on October 1st where a drama group will be presenting on voting rights as well as a voter registration table for individuals that need to register.

Dan Boomer, Department of Education, discussed that the department is busy this year in analyzing data regarding postsecondary outcomes for 680,000 students.

Jennifer Walsh discussed the success of the August 11th Conference for Spanish Speaking Families with Sons and Daughters with Disabilities stating over 1,000 families were in attendance. A celebration for self-advocates took place on August 31st where 30 people were recognized for their efforts in self-advocacy.

Additionally, the following activities were reported for Jennifer's catchment area:

- Self-Advocacy Conference in San Francisco September 27th.
- College to Career Conference October 20th
- Planning of the Legislative Town Hall in January 2013
- Area board 5 selected its recipient for the Cycle 35 Grant. The purpose of this year's grant was to extend the capacity to serve people with developmental disabilities with the regional center, community care licensing and adult protective services.

Kerstin Williams announced the following activities in her catchment area:

- The 10th Annual Remembrance Day September 17th at 10:30 a.m.;
- The Area Board 6 Annual meeting on September 25th;
- The San Joaquin County Office of Education Conference;
- The Multicultural Health Day on October 13th.
- The Disability Resource Fair on October 20th; and
- The Choices 25th Annual Conference on Friday, April 12, 2013;

Jorge Aguilar summarized the activity in San Luis Obispo stating that he is attempting to connect the business community with nonprofits that support developmental disabilities. He has recently had success with an organization called Jack's Helping Hand by developing an accessible playground. Jorge also talked about the importance of collaboration/team work between all the area boards.

April Lopez reported on her fourth meeting with Senator Lou Correa where they planned four town hall meetings. The first meeting is to take place in October. The town hall meetings are designed to address proper training and education for teacher aides in the public school system.

Ray Ceragioli reported that AB 2338 (the Employment bill) was dead and commended the Council for all their efforts in getting this bill passed. Ray is hopeful in getting something comparable passed in the upcoming Legislation session.

Jennifer Allen thanked Lisa Cooley for her service on the Council.

Olivia Raynor reported that on September 25th the Tarjan Center will be organizing a postsecondary education conference at the Endowment in Downtown Los Angeles. In October, UCLA will be doing a variety of events in recognition of Disability Awareness Month. On October 15 the Los Angeles Commission on Disabilities is recognizing the contribution of the National Arts and Disability Center for making the arts more accessible to persons with disabilities. Olivia will be accepting an award on behalf of the Center and the artists.

Molly Kennedy reported the following activity in the Area Board 13 catchment area: the annual job fair in October for persons with disabilities; trainings on the United Nation Treaty that included development of a DVD to release to policy makers; and Area Board 13's grant cycle award to San Diego State. The grant will focus on transition into adulthood and starts October 1, 2012. Molly also reported that Get Safe trained over 1,000 parents and self-advocates in the past year.

Sarah Ludeman, Department of Aging introduced herself to the Council and stated she was representing Lora Connolly.

Kecia Weller provided a presentation on September 6, 2012 to New Horizons in Los Angeles regarding the area board, Council, and SSAN. Kecia has also started her leadership plan as a member of SSAN.

Leroy Shipp reported that Area Board 2 member Jean Phillips wrote a book about her life entitled "Love and Laughter...Coping with Polio." After their board meeting on September 6, 2012, Area Board 2 organized a book signing celebration from 5:30-7pm.

11. **ADJOURNMENT**

Meeting was adjourned at 4:30 p.m.

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Approval of the National Association of Councils on Developmental Disabilities (NACDD) Annual Membership Dues

BACKGROUND: The National Association of Councils on Developmental Disabilities (NACDD) is a member-driver organization consisting of 55 State and Territorial Councils. NACDD was established in 2002 and represents the diverse interests of its Council members. Every year, NACDD asks each Council to pay Annual Dues. Currently each of the 55 State and Territorial Councils are paying annual dues. NACDD is requesting \$22,638.00 from SCDD for 2013. Other benefits we receive from NACDD include:

- NACDD represents Councils issues to the Administration on Intellectual and Developmental Disabilities.
- NACDD participates with more than 100 other disability related organizations in the Consortium for Citizens with Disabilities.
- NACDD sponsors Technical Assistance Forums for staff and members.
- NACDD sponsors support for Council Directors.

Finally, in order for our Council to be a major player on the National scene, we need to be a part of NACDD.

ANALYSIS/DISCUSSION: The Council needs to decide whether to continue paying annual dues to NACDD in the amount of \$22,638.00.

COUNCIL STRATEGIC PLAN OBJECTIVE: The Council will use community education and awareness to shape public policy that positively impacts Californians with developmental disabilities and their families.

PRIOR COUNCIL ACTIVITY: The Council approves the membership dues annually.

RECOMMENDATION(S): Staff recommends the council pay the annual dues to NACDD for 2013.

ATTACHMENTS(S): None

PREPARED: Kristie Allensworth



Self-Advocates Advisory Committee

September 11, 2012

Members:

Jennifer Allen (Joan Burg), Lisa Cooley, Molly Kennedy, Kerstin Williams (Angie Lewis, facilitator), Jennifer Walsh (Veronica Flores, facilitator) Kecia Weller (Julie Eby-McKenzie, facilitator), Lisa Cooley (Lois Cissell, facilitator)

SCDD:

Roberta Newton, Tammy Eudy (Angelica Johnson, Job Coach), Dena Hernandez, Leroy Shipp

Meeting Facilitators:

Mark Starford, Charlene Jones

Call to Order

Jennifer A. called the meeting to order, ensured a quorum was present and asked for approval of July minutes. M/S/Approved Jennifer W./Kecia W. with *correction* (adding Kecia Weller to list of members in attendance).

No public comment.

Review of SAAC meeting ground rules.

1. Council Agenda Items

A. Executive Director Evaluation

Roberta clarified “closed session” purpose (members’ facilitators are not to attend the upcoming closed session), executive director evaluation process, and Executive Committee consideration of evaluation information, recent developments, and its recommendations. Council will consider Executive Committee recommendations.

B. Election of Nominating Committee

Reviewed proposed slate. Clarified question: Council members can be nominated for leadership if they also serve on Nominating Committee.

C. Community Program Development Cycle 35

Lisa reported that 33 applications were evaluated and Committee recommended a 2 year grant of \$359, 782 to Jay Nolan Community Services. Proposal outcome includes: 55 young adults with disabilities have employment or post secondary education plans. Council will consider recommendation.

Committee took time to recognize and thank Lisa Cooley for her contributions, whose Council term expires before the next SAAC meeting. Today is Lisa's final meeting as a member. *"It has been an honor to work and serve with all of you."*

SAAC may recommend a vice-chair of SAAC to Council chairperson, who appoints.

2. Personal Leadership

A. 2013 Acton Plans

Kecia shared her Advocacy Mission Statement as an example with success with her plan implementation and its impact on her advocacy. She demonstrated how she "leads as example". Jennifer A. also shared her success of paying off a critical debt that had been inhibiting her advocacy and well being. Both agreed these successes contribute to having more in control and increase their ability to be more effective as leaders. Both use their experience to teach others.

Members began work on their 2013 updated Leadership plans and agreed to email their revised statements to joan@brcenter.org by 10/31/12. Jennifer A. will email members with the form as a reminder. Also reminded members they have a copy on their "flash drive" and there is a "writeable" PDF version on the www.scddadvocacy.org site (SAAC page).

B. Annual Meeting Facilitation Plans

Members reviewed their current facilitation plans and will email revised plans to joan@brcenter.org by 10/31/12. The facilitation booklet and worksheets are available for members on their "flash drives" and on the scddadvocacy.org website.

C. Bagley-Keene Act

Roberta N. gave a brief overview of Bagley-Keene Act (California open meeting law) to clarify how it applies to SAAC. Public has a right to open meeting process – any time Council (and committees) meet, public is invited. Council/Committee members cannot have "policy" conversations by phone, email, video calls unless in a meeting that has been posted in advance and located where public can access. Committee agreed to invite Council attorney to next SAAC meeting for more information. Roberta confirmed the SCDD attorney will be available for a presentation and discussion.

3. Committee Business

A. SAAC 2012-13 Action Plan

Members reviewed their current plan for 2012 and success. They discussed and approved their 2012-2013 committee action plan. Approved (M/S/Approved Molly K./Kecia W.):

1. Present to Council researched recommendations that includes a position statement regarding better practices around accessible meetings, available and usable information and communication that is understandable. Committee will consider inviting accessible meeting experts. Suggestion was provided to invite Annetta Cheek from Center for Plan Language in Washington DC as a guest speaker to review laws and current practices.
2. Advocate (research and take a position) on **one state and one national issue**.
 - **National:** Members agreed that ratification of CRPD is an important national issue. They will address the treaty at September Council meeting with a recommendation from SAAC.
 - **State:** SAAC will seek ongoing information regarding reports of abuse at DCs and what authorities have done in response – working with Disability Rights California, if possible. Jennifer W. suggested SAAC include updates in their meetings as information becomes available and bring recommendations to Council.
3. Continue community presentations/outreach (members will use evaluation forms) and develop new presentation outlines for general community audiences that include relevant data important to the organization. At next SAAC meeting members will decide on presentation topics for broader organizations and groups. Members will email BRC their ideas, and examples of community organizations.
4. Members make at a comment on at least one (1) Council agenda item at each Council meeting. It means preparing in advance, working with facilitators, if necessary

Jennifer A. will present Committee Plan as part of her SAAC report.

B. Communication Plan 2012-2013

Members agreed to hit “reply” to all emails from chair/vice-chair to better assure officers that email was received.

Committee agreed to AdobeConnect video meeting (to be publicly announced) before December meeting to continue work on their annual plan (Council will

contact ABs to notify them of members using office for calls). Jennifer A. will send email with date/time. It was suggested that SAAC meeting agenda, minutes and packets be posted to both places on Council website (SAAC-Advocacy and "SCDD Committee Meetings"). Also suggested updating the name of the committee from "Consumer Advisory" to "Self Advocate" on the SCDD website.

C. Member Update on Committee Activities

Molly coordinated a successful conference (150 attendance) dealing with homeless individuals. Kerstin helped peer role play in preparation for IPP meetings. Kecia did a pair of presentations on SSAN and personal leadership to New Horizon program (53 attendance). Tammy E. reported using a job coach, support from SCDD staff has helped her grow in her position as SCDD advocacy liaison.

D. SAAC Report/SAAC Member Reports

Members began or continued preparing their individual Council reports. Time was spent finishing up. Jennifer A asked for additional comments and content for her SAAC chairperson report.

E. Convention on the Rights of People with Disabilities

The Committee recommends (motion/second: Molly K./Kecia W.) the Council support CRPD and send a letter regarding this position to CA U.S. Senators and Senate Majority Leader. The letter should also thank them for their support of the treaty. Jennifer will present at Council meeting with the PowerPoint slides.

F. SSAN Plan

Members agreed to use their annual SAAC plan for their Network plan. The outcome recommendations from their plan can support advocacy groups and boards throughout the state. SAAC representative Jennifer A. will provide update to SSAN at their next meeting in November regarding SAAC's annual action plan.

G. Employment First Advocacy

Lisa reported that it remains important to alert state legislators about the importance of employment opportunities for persons with disabilities.

D. Wrap up

Meeting evaluation was completed. Committee members will prepare for video meeting before the next committee meeting.

Adjourn: 4.05 PM



Statewide Self-Advocacy Network Sacramento, CA November 14th 2012 (Day 1)



Jennifer Allen Report
Chair, SAAC and SCDD representative to SSAN

SSAN meeting was chaired by Austin Taylor representing Area Board 3. Many members were present from Area Boards, all UCEDDs, DRC, CFILC, DDS, ARCA and SCDD.

Our meeting materials were distributed, and flash drives updated. Technology support was also available for those who needed it with their computers.

1. After routine business, Roberta Newton summarized changes at the State Council and reviewed state and federal definitions of developmental disabilities. She also explained the purpose of the State Council and who they report to.
2. Austin reviewed PowerPoint slides with members that summarized the Network, its long term purpose, parts and how each part links with the others. He talked about the importance of personal leadership and regional partnerships.
3. Guest speaker Ericka Huggins shared her experience in the Civil Rights Movement. She led a discussion about *taking risks, learning skills, working together* with others ("even if you don't always like them") so others may exercise their civil rights and enjoy their human rights.

She spoke about Things WE can learn from the Civil Rights Movement

- Personal leadership is key.
 - Everybody has a voice and each voice is important.
 - Communicate to others to get views out; ask people what they want
 - Use your own example - if individuals join together, there is more power.
 - Do one thing really well at a time.
 - Always ask yourself, how many people will benefit when this is done?
 - Creating community coalitions to solve a problem helps and increases inclusion.
1. Members gave Community Reports and a video of members from the SSAN July meeting was shown.
 2. There were questions and comments about Network resources, technology and what's next. Austin and Roberta explained that meeting Day 2 would gather views of SSAN and its future.



Meeting Highlights from DAY 2 of SSAN

DAY 2 of the Statewide Self Advocacy Network was led by Austin Taylor-chair and Trena Wade- vice chair with technical support from SCDD and the area boards. The members discussed 6

questions about the SSAN- its past, present and future. All members shared their thoughts! A full report will be given to SCDD RFP workgroup. SSAN plans to meeting again in February 2013 with SCDD/AB support. The following are the highlights:

Good Things about SSAN:

- **Gathering people together, making new friends and networking**
- **Sharing information, learning and using technology to connect**
- **True empowerment and making a difference statewide and beyond**

Things you would like to change or add:

- **Contractor should not do all the talking, arranging the agenda, scheduling topics/speakers and doing so many videos- should include SSAN members**
- **Hotel options- need to be close to places to eat as hotel restaurants costs exceed state per diem (Food choices were brought up several times)**
- **Have Network meetings in Southern Ca too or possibly rotate meetings**

What should SSAN focus on:

- **Include a representative from the Developmental Centers to SSAN**
- **Have Training Topics on issues that affect people with disabilities**
- **SSAN pick an overall goal to improve lives and then make goals off of that to work across the state**

Ways to include Area Boards & Partners:

- **Area Boards should be included as they are the main contact for technical support, facilitation, recruiting, and info exchange**
- **Building connections between the members/groups represented and learning more about what each member/group (or region) does**
- **Area Boards put into action at the local (region) area what is voted on from SSAN membership**

What do you think about regional meetings?

- **Very helpful for sharing information**
- **Sensitivity to members income loss and schedule when putting these meetings together**
- **Be more productive- not repeating the same things over and over**

What do you think about personal leadership?

- **How it has been done- not really beneficial- more energy needs to be devoted to developing a committee mission statement and goals that tie together to the big picture of the SSAN**
- **Some goals have been intrusive and personal and shouldn't be shared publically- TMI (too much information)**

DRAFT
Legislative & Public Policy (LPPC) Committee Minutes
Wednesday, October 17, 2012

Members Present

Leroy Shipp, Acting Chair
Jennifer Allen
Marilyn Barraza
Lisa Cooley
Connie Lapin
April Lopez
David Mulvaney

Members Absent

Ray Ceragioli, Chair
Tho Vinh Banh
Dan Boomer
Margaret Shipp

Others Present

Evelyn Abouhassan
Karim Alipourfard
Christofer Arroyo
Mark Polit

1. CALL TO ORDER

Leroy Shipp, Acting Chairperson, called the meeting to order at 10:33 AM.

2. ESTABLISHMENT OF A QUORUM

A quorum was established.

3. INTRODUCTIONS AND ANNOUNCEMENTS

Members introduced themselves and announcements were made.

4. APPROVAL OF 5/24/12 MINUTES

It was moved, seconded (Lapin/Barraza), and carried to approve the LPPC minutes as written.

5. PUBLIC COMMENTS

There were no public comments.

6. LEGISLATIVE ISSUES

A summary of bills from the 2011-2012 legislative session was reviewed.

Employment First Policy: AB 2338 (Chesbro), sponsored by SCDD, was held in Senate Appropriations Committee. Council staff can work with Chesbro and other supporting organizations to better position Employment First for passage next year. It was moved, seconded (Cooley/Allen), and carried to recommend that the Council sponsor a bill to establish an Employment First Policy in law.

Self-Determination: Many areas of interest were expressed regarding the Council sponsoring future legislation. It was moved, seconded (Lapin/Barraza), and carried to recommend that the Council explore sponsoring a bill on self-determination.

State and Federal Budget Impacts: An update regarding the state budget, state propositions, and federal sequestration were reviewed. If Congress and the Obama Administration does not act before January, automatic cuts of 8.2% will take place across much of federal non-entitlement spending, including the Federal DD Act, which funds Council operations, the UCEDDs, and DRC. It was moved, seconded (Lapin/Allen), and carried to recommend that the Council write the California Congressional delegation, inform them of the impact that these cuts would have on individuals with developmental disabilities, and for the Council to oppose those measures.

The legislative report was briefly reviewed and provided to the LPPC.

RC Conflict of Interest (COI) Regulations: Current statute requires Area Boards and SCDD to review COI waivers for regional center board members, but not for regional center executive directors. The proposed regulations require Area Board and SCDD review for both RC board members and executive directors. After discussion, it was moved, seconded (Lapin/Barraza), and carried to recommend that the Council provide input on the regulations to DDS so that the statutory and regulatory language that requires local area boards and the Council to approve the conflict of interest waivers is removed and to provide additional comments and recommendations consistent with the LPPC COI detail sheet.

The state legislative process to approve bills into laws was reviewed. Discussion ensued.

7. AREA BOARD LEGISLATIVE UPDATES

No report.

8. ADJOURNMENT

The meeting was adjourned at 3:01 PM.

STATE COUNCIL AGENDA ITEM DETAIL SHEET

BILL NUMBER/ISSUE: Regional Center Conflict of Interest (COI) Standards and Procedures.

SUMMARY:

Department of Developmental Services has proposed emergency regulations regarding regional center conflict of interest (COI) standards and procedures. The regulations significantly change the involvement of the Council and local area boards by requiring both the Council and appropriate local area board to approve a waiver of conflict of interest for regional center board members, but also for regional center executive directors.

BACKGROUND/ISSUES/ANALYSIS:

The Department of Developmental Services has proposed emergency regulations regarding regional center conflict of interest (COI) standards and procedures. The regulations clarify that all business entities (contractors) of the regional center will be subject to the COI regulations; in addition, the regulations increase transparency into COI matters since more classes of individuals are included in the COI procedures.

Specifically, I have identified the following areas for increased notice or discussion:

- 54505(b) – adds language that increases the class of COI filers to include those that “secure good or services” for operations of the RC. Additionally, it is clarified that self-advocates and their families will not be in the COI class if they receive vouchers for services.
- 54505(c) – updates the definition of “consumer” to individuals who have been determined eligible for regional center services.
- 54505(d) – defines “decision or policy-making authority.” The definition broadens the categories of policy-making authority to include “making, advising or recommending a decision.” In addition, sub-section 5 also includes specific language about voting to hire or contract any business entity.

- 54505(d) also specifically excludes “ministerial, secretarial or clerical” actions from COI process.
- 54520(a) defines COI for RC executive director, board members and family members thereof. This section clearly outlines that none of these classes of individuals may have any decision or policy making authority for a business entity, entity or provider of services. This section increases the COI classes and increases disclosure of the instances of COI.
- 54520(b) specifically excludes state or local government workers and contractors from the COI process even if the department they are employed by provides services to self-advocates served by the RC (with the exception of DDS employees, if their position has no relation to providing those services. My recommendation is that this section be removed entirely. The basis for that recommendation is that there need not be a specific class of employees removed from the COI process; if the individuals hold no decision or policymaking role that is relevant to COI procedures, it will be disclosed and identified as such; however, by excluding a group from the COI process, there is a possibility of COI situations go unidentified.
- 54521(a) 1-2 define the COI for advisory board members
- 54522 (a) outlines that neither the ED of the RC nor the board members shall not make, or participate, or influence any decision involving a matter of financial interest when s/he knows that s/he or a family member has a financial benefit.
- 54522(b) defines financial interest.
- 54523(a) states the intent and purpose of the section which is to make certain that RC board members and EDs are guided solely by the interests of the RC and self-advocates and not by their personal financial interest when participating in making contracts in their official capacity.

- 54523(b) provides that RC EDs and board members shall not be financially interested with any contract in which they participate making in their official capacity. A suggestion would be to strike out "in their official capacity." The basis for my suggestion would be that COI procedures apply to individuals in their official capacity and it is extraneous to include here.
- 54523(c) offers the process for disclosure, recording and recusal of the ED or board members when a financial interest is disclosed. A suggestion would be to include a process where this disclosure would also be made to DDS. The basis for my suggestion is to ensure that any COI is reported to the state agency fiscally responsible.
- 54524(a) – (d) is a "catch-all" provision that states even if the specific COI situation is not specifically identified in the regulations, if there is any personal or financial decision being made that conflicts with the individual's duty to act in the best interest of the RC or the self-advocates served, the ED or board member is disqualified from taking part in any of the process of the decision or transaction.
- 54525 – provides that no ED or board member of the RC shall continue to serve in their position without a COI Plan.
- 54526(a) – defines positions/classes of individuals (employees and contractors) that are subject to COI.
- 54526(b) – provides that an employee or contractor of a state and local government entity that serves self-advocates and their families, may be exempt from the COI process if their position is not related to providing services for self-advocates. My recommendation is that this section be removed entirely. The basis for that recommendation is that there need not be a specific class of employees removed from the COI process; if the individuals hold no decision or policymaking role that is relevant to COI procedures, it will be disclosed and identified as such; however, by excluding a group from the COI process, there is a possibility of COI situations go unidentified.

- 54527 – prohibits RC employees, contractors, agents and consultants from participating, influencing or making any decision in which they may have a financial interest.
- 54528 – defines financial interest and provides that no employee, contractor, agent or consultant may make a contract which is financially beneficial to themselves or family member.
- 54529 – is a “catch-all” provision for RC employees, contractors, agents and consultants of the RC. In sum, this section reiterates that all RC employees, contractors, agents and consultants shall be guided solely by interests of the RC and self-advocates served.
- 54530 – distinguishes between actual and potential COI.
- 54531 – sets forth the requirements for COI Reporting Statements for employees, contractors, agents and consultants of the RC (filed August 1 of each year and within 30 days of appointment if new employee or board member.) The ED of the RC reviews all Statements and within 10 working days of submittal, s/he shall determine if the Statement includes an actual or potential COI.
- 54532 – sets forth the requirements for COI Reporting Statements for RC board members and RC ED (filed August 1 of each year and within 30 days of appointment if new board member or RC ED.) The COI statements shall be sent to DDS and shall be reviewed by DDS and the RC board to determine whether an actual or potential COI exists. A possible suggestion would be that the Statements be sent to DDS and DDS solely determines whether there is a COI. The basis for my suggestion is that it may be difficult for the RC board to evaluate whether or not another board member has a COI when DDS may be more impartial in the determination.
- 54533 (a) – (c) – states that when a present or potential COI is identified in any of the Statements, the conflict must be eliminated or managed by a COI Plan. The Statement and Plan must be submitted within 30 days of the identification of the COI. Statement and Plan for RC employees, contractor, agent or consultant shall be submitted to DDS.

- 54533(d) – provides that when a present or potential COI is identified in any of the Statements for RC ED and/or RC board members, the Statement and Plan must be submitted to DDS, local area board, and the State Council on Developmental Disabilities.
- 54533(d) – for transparency reasons, the RC must post COI Statements that contain an actual or potential COI on their website until the COI has been eliminated.
- 54533(g) – outlines what the COI Plan must contain.
- 54534(a) – (b) – outlines the review process for the COI Plan for RC ED and RC board members. The procedure is no later than 90 calendar days after the area board and SCDD receive the Statement and Plan, the area board and the SCDD shall provide their approval/disapproval to DDS. If either the AB or SCDD fail to respond, DDS may unilaterally disapprove the Plan; however, DDS cannot approve the Plan without the AB or SCDD approval.
- 54534(c) – provides that DDS is responsible for making the final decision as to what conditions, restrictions, obligations, or actions shall be imposed or taken to eliminate, mitigate or manage the COI. Current statute requires Area Boards and SCDD to review COI waivers for regional center board members, but not for regional center executive directors. The proposed regulations require Area Board and SCDD review for both RC board members and executive directors. My recommendation is to eliminate the requirement in regulation that the AB and the SCDD approve/disapprove the COI Plan for a regional center executive director. The basis for my recommendation is that both the AB and the SCDD may incur potential liability when making a determination to approve/disapprove the RC ED Plan. It is my understanding, based on the regulations, that the RC ED would have been appointed and the employment relationship established; therefore, addressing a COI situation with the potential of ultimate resignation by the RC ED, may create an unintentional employment law consequence on the AB and SCDD. In addition, the AB and SCDD have approval/disapproval authority, but

do not have any authority on recommending actions that would mitigate the COI since DDS is the final authority.

- 54534(f) – provides that DDS shall issue a final decision regarding the COI Plan within 30 calendar days of receiving the decision from the AB and SCDD.
- 54534(h) – requires that if the Plan is denied by DDS, the AB or the SCDD, the RC ED and/or RC board member(s) shall have 30 days to eliminate the COI or resign their position.

54535 – if the COI is not addressed by the RC ED and/or board member(s), this section provides for sanctions against the RC.

In statute, the review of conflict of interest waivers is included as follows:

4626 (l) The department and the regional center governing board shall review the conflict-of-interest statement of the regional center executive director and each regional center board member to ensure that no conflicts of interest exist. If a present or potential conflict of interest is identified for a regional center director or a board member that cannot be eliminated, the regional center governing board shall, within 30 days of receipt of the statement, submit to the department and the state council a copy of the conflict-of-interest statement and a plan that proposes mitigation measures, including timeframes and actions the regional center governing board or the individual, or both, will take to mitigate the conflict of interest.

~~4628. If, for good reason, a contracting agency is unable to meet all the criteria for a governing board established in this chapter, the director may waive such criteria for a period of time, not to exceed one year, with the approval of the area board in the area and with the approval of the state council.~~

Staff recommendation is that the stricken language be removed from the statute; however, a legislative vehicle must be identified in order to process this removal.

COUNCIL STRATEGIC PLAN OBJECTIVE: 14a):

The Council will take a position on proposed state and federal legislation and proposed regulations that impact people with developmental disabilities, will communicate those

positions to legislators and their staff, and will disseminate this information to all interested parties.

PRIOR COUNCIL ACTIVITY:

The Council has frequently been active in the areas of legislative advocacy and rule-making,

STAFF RECOMMENDATION:

After review, the Committee should provide comments and recommendations to the Council for submittal to DDS.

The Committee should consider language that would remove both statutory and regulatory language that requires the local area board and the Council from approving conflict of interest waivers.

ATTACHMENT:

PREPARED: Karim Alipourfard October 4, 2012

Ad Hoc Program Development Review Committee

Meeting Minutes

October 8, 2012

Attending Members

Lisa Cooley (Chair)
Jonathan Clarkson
Olivia Raynor
Robin Hansen
Jennifer Walsh

Members Absent

Molly Kennedy
Patty O'Brien
Daniel Boomer

Others Attending

Mark Polit
Kristie Allensworth

1. **Call to Order** - Lisa Cooley called the meeting to order at 2:05 p.m.
2. **Established a Quorum**. Lisa Cooley established a quorum.

3. Welcome and Introductions

Members and staff introduced themselves.

4. Public Comments

There were no public comments.

5. Selection of Committee Chair

Jonathan Clarkson moved and Jennifer Walsh seconded to name Lisa Cooley as committee chair. Passed unanimously.

6. Review of Jay Nolan Community Services Proposal

The scope of the Ad Hoc Committee was reviewed and is limited to review of the Jay Nolan Community Services (JNCS) proposal for deliverables and evaluation component. The Ad Hoc committee, upon review of the

proposal and clarification from JNCS, could recommend to the Council funding of the grant or denial of funding.

After considerable discussion and review of the JNCS proposal, the committee agreed to recommend the proposal for funding, if the applicant agreed to contract terms (listed below) and adequately explained how their proposal addressed the following issues:

- (1) **Systems Change** – The applicant should describe the link between their proposal and systems change that furthers the employment of people with I/DD. This includes the role that LAUSD will play in the project.
- (2) **Replication** – The applicant should summarize the proposal's components and deliverables that lend itself to replication by others in California.
- (3) **Sustainability** – The applicant should explain how the approach in their proposal could be sustained.
- (4) **Disability Characteristics** – The applicant should describe the nature of the disabilities of the people that this project seeks to serve, to ensure a range of disabilities served.

Should the Council vote to fund this grant proposal, the contract between the Council and the grantee for this proposal should include the following elements that address deliverables, outcomes, and the Council's ability to track progress:

- (1) **Quarterly Reporting** – Quarterly reports shall include progress on outcomes as described in the proposal, progress vs. the timeline for the project as contained in the proposal, roles and activities of team members during that period, tools that have been used or developed, and a discussion of what is working and not working.
- (2) **Ownership of Project Deliverables** – Forms, training material, and other materials developed for this project will be the property of SCDD to allow us to disseminate the materials freely.
- (3) **Web Location** – The proposal states that all materials will be posted on the JNCS website. Materials should at a minimum be posted on the SCDD website or an independent site.

(4) Baseline Data - The applicant agencies (JNCS and Easter Seals) will provide baseline data for the previous three years, so that project outcomes can be compared to the usual rate of job placement for these agencies.

(5) Duration – Since the project would not start until January (three months into the FY), the SCDD can specify a three month extension for expenditures of funds awarded for FY 2012/13. In this way the grantee will have approximately 12 months (January to December 2013) for expenditure of funds.

7. Set Agenda and Date of Next Meeting

The next meeting will review the response from JNCS and determine if the committee will recommend the proposal to SCDD for funding. A meeting date was not set.

8. Adjournment

The meeting was adjourned at 3:55 p.m.

Draft

Ad Hoc Program Development Review Committee

Meeting Minutes

October 22, 2012

Attending Members

Lisa Cooley (Chair)

Jonathan Clarkson

Daniel Boomer

Robin Hansen

Jennifer Walsh

Molly Kennedy

Members Absent

Patty O'Brien

Olivia Raynor

Others Attending

Mark Polit

Kristie Allensworth

Michael Brett

1. **Call to Order** - Lisa Cooley called the meeting to order at 10:10 a.m.

2. **Established a Quorum**. Lisa Cooley established a quorum.

3. **Welcome and Introductions**

Members and staff introduced themselves.

4. **Public Comments**

There were no public comments.

5. **Approval of October 8, 2012 Minutes**

Approved

6. **Review of Jay Nolan Community Services Response to Ad Hoc Committee Questions**

Staff reported that JNCS would be willing to abide by the contractual requirements the committee recommended at the October 8 meeting. The

committee discussed the JNCS written response to the committee's questions on systems change, replication, sustainability, and disability characteristics.

Should the Council fund the grant, the committee would urge the grantee to also work to influence beyond the local area, by engaging statewide entities such as Department of Education (DOE), Rehabilitation and Developmental Services. Recommended dissemination through DOE's "Community of Practice" and the SCDD's Employment First Committee.

In addition to the October 8 contract recommendations, the committee recommends that any contract contain (1) a requirement that the "how to manual" include a description of the local resources used to achieve the employment outcomes and (2) specify that the grant is limited to people with Intellectual or Developmental Disabilities I/DD.

7. Recommendation to Council on Funding Jay Nolan Community Services Proposal

Molly Kennedy moved and Jonathan Clarkson seconded to recommend that the State Council on Developmental Disabilities fund the Jay Nolan Community Services Proposal. Motion passed 6-0-0.

8. Adjournment

The meeting was adjourned at 11:00 a.m.

Education, Empowerment and Employment for Success
Clarification of our Application for Community Program Development Grant Cycle 35

Submitted by Jay Nolan Community Services
in partnership with Easter Seals Southern California
October 2012

The following is a clarification of the accountability and sustainability elements of the project we submitted for Grant Cycle 35. Both Jay Nolan Community Services and Easter Seals Southern California are strongly committed to partnering with the State Council on Developmental Disabilities to make this grant a force for positive change in California.

(1) Describe the link between your proposal and systems change that furthers the employment of people with I/DD, including systems change elements that lead to sustainability of the work.

We view this grant as an opportunity to work with the various systems (schools system, regional centers, DDS, Department of Rehabilitation (DOR), etc.) to develop more effective methods of assisting young people to create meaningful employment. Both Jay Nolan Community Services and Easter Seals are very committed to changing the system in order to offer more opportunities for all individuals with disabilities to find meaningful employment. That's why we applied for the grant. We want to see things change for the people we serve and other Californians with disabilities. We are frustrated by the lack of effective strategies in getting people employed. There is too much emphasis on "getting ready" to work and other approaches which keep people stuck in day programs and sheltered workshops. We want systems change. That is also why we asked to be considered for a two year grant. Systems change takes time—to build the relationships, to change mindsets, and to demonstrate success to skeptical stakeholders.

We see our project effecting systems change in the following ways:

- By showing that Customized Employment strategies work for young people coming out of school, including those often considered "unemployable," we will influence school systems to add this important tool to their set of strategies for employment development. We will support this objective by actively including school personnel in the grant activities, even providing funding for school personnel to attend trainings and team meetings.
- By demonstrating that Customized Employment strategies are effective, we will work to stimulate the Department of Rehabilitation and the Regional Centers to support more extensive use of this individualized approach in their support of employment statewide, including allowing Discovery as a very useful method of situational assessment and employment development. In addition to seeing how Customized Employment results in more jobs developed, they will also see how it is more cost effective to invest resources at the beginning in an effective method of job development. Effective customized job development then saves future support costs for the system.
- We will also work to influence DOR to more fully support small business development for individuals as an alternative for meaningful employment by demonstrating its effectiveness as an employment strategy for some individuals.

- This project will also affect better employment development by demonstrating the effectiveness of a new way of creating partnerships between adult service providers and the school system in supporting young people to create meaningful employment that will go with them into adult life. We will work with the school systems to develop ways to utilize this new model with other adult service providers, creating many more opportunities for employment for young people in transition.
- In building relationships between schools, regional centers, DOR, and adult service providers, we will help the system understand that working together to support employment is more effective than everyone operating in isolation in their separate systems. We will demonstrate a model for schools to create teams around an individual which includes family, friends, service providers, school personnel, community members and adult funding agencies. We will work with the schools to find ways to use this model with a variety of service providers after the grant period.
- The project will demonstrate methods for developing alternative sources of funding for employment support including federal work incentives, local and state employment initiatives, and other sources of funding, braiding them together with school, regional center and DOR resources. By showing how these programs work with specific individuals, we will “demystify” what are often seen as complicated programs which will help change how systems use these resources.
- We will demonstrate the efficacy of the active involvement of the individual’s family and circle of support in the process of developing employment. The family is the continuing factor for individuals as they transition from school. We want to show how important it is to train families and individuals on personalized employment strategies so their support and resources can be tapped to develop meaningful alternatives for people for jobs or business development. We also hope to demonstrate the effectiveness of developing family support groups where families can learn how to assist in the development of employment and support each other in the process.
- We will also demonstrate that systems change can be effected by parents who know what to ask for from the system. Families of younger people often do not know what to expect from the adult service system so they don’t know what to be expecting from the school system to prepare their son or daughter. We believe that systems are stronger when the users of the system are well informed about their choices. We have seen that grassroots efforts by knowledgeable family members and consumers are very effective in changing systems.

(2) Summarize the proposal’s components and deliverables that lend itself to replication by others in California.

- We will document our process for working toward the outcomes of this project as we implement the grant. We will create a manual or handbook that shows the lessons we learned in what worked and what didn’t work to create and sustain the outcomes for the grant.
- The handbook will detail the strategies we found effective for developing new alliances and partnerships between school systems, regional centers, DOR, and adult service providers in order for other school systems and service providers to create partnerships.
- The handbook will also describe our strategies for each of the major components of the project: training people in customized employment, organizing families and people with disabilities to take charge of their employment development, working through the customized employment process with individuals, developing and using a wide variety of sustainable sources of funding, enlisting the support of the community, and all other aspects of the project.
- We will create a set of training materials that others can use to replicate the training and parent support group components of the project.

- The manual and any materials created through the grant will be made available for use by the State Council on Developmental Disabilities and others through our websites and the SCDD website.
- The project will utilize social media including a Facebook page to share information about what we are learning about effective employment development. These sources of information sharing will continue after the grant which will offer an unlimited forum for spreading the grant's influence.
- Jay Nolan Community Services and Easter Seals Southern California will continue to work with the coalitions created by the grant to expand the outcomes to more individuals beyond the grant.
- Jay Nolan Community Services and Easter Seals Southern California will continue to work through Southern California APSE and other employment coalitions to assist other providers and funders to replicate the model that will be demonstrated in this project. Both organizations are active in supporting the "Employment First" movement within California.
- As a part of the grant, we will work with the school system to create ways to sustain the model that we have demonstrated within their system and with other providers beyond the life of the grant.
- The resources of this grant will build a strong capacity within the two lead agencies (JNCS and Easter Seals) to serve many more people in the future, replicating the outcomes of the project with many individuals over the years to come.
- Our Year 2 deliverables include presenting our learning from the grant at three state or national conferences on employment.

(3) Describe the funding sources that the project seeks to access that would contribute to sustainability of these efforts.

- We will show schools systems and regional centers how to use a number of other funding sources for employment support including the following: Ticket to Work, PASS (Plan to Achieve Self Support) and PESS (Property Essential to Self Support) and IRWE's (Impairment Related Work Expense deductions) from Social Security, guaranteed loan funds and equity loan funds with local community banks and credit unions for business startup, funding from local employment initiatives through One Stop Centers and Small Business Administration, and other creative funding arrangements that have been successfully used in other states. We will do this one person at a time -- showing actual use of these programs.
- We will partner with local and state economic development efforts and tap into Community Development Block Grants for sustainable sources of support. We will develop, track and document other private funding strategies so others can see how to use them for replication.
- By demonstrating how to use these alternative sources while a student is still in school, we will open up new funding streams for individuals earlier in the process. They will come out of school with sustainable funding sources such as PASS plans and IRWE's in place.
- We will work to influence the Department of Rehabilitation and the Regional Centers to more fully support Customized Employment strategies which have been demonstrated nationwide to be more effective in assisting individuals to find meaningful employment, especially people with more difficult challenges. We will show how an investment in a young person early on through effective Customized Employment practices such as the Discovery process pays off in greater savings for the overall system long term.
- We will demonstrate that a partnership between schools, regional centers and adult service providers offers opportunities to share resources to get people working sooner in jobs or businesses that better match who they are.

- The more effective job matching of Customized Employment results in less funding needed for life long job coaching. It increases success in jobs and reduces the amount of money being spent on people having to be in day programs for the rest of their lives.
- This project will demonstrate a more seamless transition between school and adult life in one of the most important area of adult life-- employment.
- We will demonstrate that families and their connections are an untapped resource that has been shown in other states to be a powerful tool in developing jobs and businesses that make sense for the individual.

(4) Please explain the nature of the disabilities of the people that this project seeks to serve, and if this is different from the nature and severity of disability that your agencies typically services in integrated competitive employment.

- This project will serve people with a wide range of disabilities. There will be no restrictions on what type of disability makes one eligible for the project. We intend to serve people regardless of the nature or severity of their disability (within the targeted age range.) We will demonstrate that the principles and practices of Customized Employment are effective for all individuals including those who have more serious challenges related to their disability, whether it is of a physical, intellectual or mental health nature. The main criterion for participation will be the desire and commitment to seek meaningful employment.
- Both Easter Seals and Jay Nolan Community Services currently serve a wide range of disabilities in their employment services. (While JNCS is one of the leading organizations in the support of people with autism, this grant will not be focused solely on people with autism.)
- The project will enlarge the age range served by both organizations. This project will expand the capacity of both organizations to serve young people in the process of leaving school and entering adult life.

Please let us know if you need any further information with us. We look forward to what can be accomplished with the resources of this grant.

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: SCDD Grant Cycle 35, Recommendation of the Program Development Ad Hoc Review Committee on the Jay Nolan Community Services Proposal.

SUMMARY: The Program Development Ad Hoc Committee is recommending funding for the first year of the JNCS proposal, with recommendations for terms to be included in a contract for the grant.

COUNCIL STRATEGIC PLAN GOALS: Young adults with developmental disabilities and their families get the information and support to be prepared for and experience a successful transition to adult life.

Working age adults with developmental disabilities have the necessary information, tools and supports to succeed in inclusive gainful work opportunities.

BACKGROUND (JNCS PROPOSAL SUMMARY): Jay Nolan Community Services (JNCS) was one of 34 applicants responding to the Council's Grant Cycle 35 Request for Proposal. JNCS submitted the proposal jointly with Easter Seals of Southern California. The project would utilize Griffin Hammis and Associates, leading experts in the nation on self-employment and customized employment. JNCS seeks \$359,728 in funding per year for two years. However, the Council is only considering the first year request at this time.

The proposal seeks to demonstrate a comprehensive approach to supporting transition age youth with developmental disabilities to obtain integrated competitive employment, including self-employment. The project would seek to demonstrate to the school districts, regional centers, DOR, and DDS that specific strategies deliver quality employment outcomes, leading to a change in how these systems approach transition supports. The specific strategies include:

- (1) Customized employment, which is based on an "individualized determination of the strengths, needs, and interests of the person with a disability, and is also designed to meet the needs of the employer." (US Department of Labor).
- (2) Discovering Personal Genius, a process that supports customized employment through a one person at a time exploration of career potential and interests that begins with the assumption of employability. It includes a

team approach that includes family, neighbors, and other allies, interviews, and exposure to relevant activities and work experiences.

(3) Intensive involvement of families and friends,

(4) Parent support groups centered on how families can support their transition age youth to achieve integrated competitive employment,

(5) Partnerships between schools and employment service providers,

(6) Teamwork between schools, service providers, regional centers, Department of Rehabilitation, youth and families.

(7) Using alternative sources of funding such as the federal Ticket to Work and PASS programs.

The project will train over 300 families and provide intensive supports to 60 youth. Training and other materials developed by the project will be made available for distribution through web and social media, assisting in replication. The project would partner with Los Angeles and San Diego Unified School Districts, the Autism Society, People First, Department of Rehabilitation, and Regional Centers.

PRIOR COUNCIL ACTIVITY: The SCDD received 34 responses to the Request for Proposal for Grant Cycle 35, of those 33 were qualified and reviewed and scored by the Program Development Committee (PDC). The proposal from Jay Nolan Community Services (JNCS) received the highest scoring, 24% higher than the next highest ranked proposal. At the September Council meeting, the PDC recommended that the Council fund the JNCS proposal. The Council deferred action on the recommendation and, instead, created the Program Development Ad Hoc Review Committee to go through the recommended (JNCS) proposal to see if there are recommendations for strengthening the evaluation components of the proposal. The Ad Hoc Committee would then bring a recommendation on funding the JNCS proposal back to the Council.

The Ad Hoc Review Committee met on October 8 and 22. The minutes are included in the Council Packet.

At the October 8 meeting the committee listed items that should be included in any contract for the grant. These items (listed below) were intended to establish SCDD ownership of materials developed for the project, the Council's ability to post material on its own website (or an independent site), the Council's ability to track progress through quarterly reporting, establishing base line data to compare project outcomes against, and providing a twelve month period for project completion. The committee also sought clarification from the grant applicants how the activities outlined in their proposal would lead to systems change, support

replication, and be sustainable. They also wanted to know the range of disabilities that would be addressed by the proposal.

The applicant's response, included in this packet, was reviewed and discussed at the October 22 meeting.

ANALYSIS/DISCUSSION: The charge of the Ad Hoc Committee was to review the JNCS proposal. The Ad Hoc Committee focused on strengthening the Council's ability to monitor and evaluate outcomes through the terms of any contract with JNCS for this grant. They also wanted to better understand the relationship of the proposed grant activities to the Council's interest in promoting systems change, replication, and sustainable solutions for transition age youth with a range of developmental disabilities.

RECOMMENDATION(S):

The Program Development Ad Hoc Committee recommends that the State Council on Developmental Disabilities fund the Cycle 35 Jay Nolan Community Services Proposal.

The Ad Hoc Committee also recommends that should the Council vote to fund this grant proposal, the contract between the Council and the grantee should include the following elements that address deliverables, outcomes, and the Council's ability to track progress:

- (1) Quarterly Reporting** – Quarterly reports shall include progress on outcomes as described in the proposal, progress vs. the timeline for the project as contained in the proposal, roles and activities of team members during that period, tools that have been used or developed, and a discussion of what is working and not working.
- (2) Ownership of Project Deliverables** – Forms, training material, and other materials developed for this project will be the property of SCDD to allow us to disseminate the materials freely. A "How To" manual will be developed including a description of the local resources that were used to achieve employment outcomes.
- (3) Web Location** – The proposal states that all materials will be posted on the JNCS website. Materials should at a minimum be posted on the SCDD website or an independent site.
- (4) Baseline Data** - The applicant agencies (JNCS and Easter Seals) will provide baseline data for the previous three years, so that project outcomes can be compared to the usual rate of job placement for these agencies.

(5) Disability Characteristics – The grant shall be limited to support people with intellectual or developmental disabilities.

(6) Duration – Funding for the project would be for FY 2012/13, ending September 30, 2013. However, since the project could not start until January (three months into the Fiscal Year), the SCDD could allow a three month extension for expenditures of funds. In this way the grantee would have approximately 12 months (January to December 2013) for the project and expenditure of funds.

ATTACHMENT(S): Program Development Ad Hoc Review Committee meeting minutes for October 8 and October 22, 2012. JNCS response to Ad Hoc Review Committee questions for clarification.

PREPARED: Mark Polit, October 23, 2012

Draft
Executive Committee Meeting Minutes
October 18, 2012

Attending Members

Lisa Cooley
Leroy Shipp
Olivia Raynor
Jennifer Allen
Jorge Aguilar

Members Absent

Ray Ceragioli

Others Attending

Roberta Newton
Robin Maitino
Mark Polit

1. **Call to Order**

Lisa Cooley called the meeting to order at 10:05 a.m. and established a quorum present.

2. **Welcome and Introductions**

Members and others introduced themselves.

3. **Approval of August 14 and September 5, 2012 Minutes**

It was moved/seconded (Ship/Allen) and carried to approve the August 14, 2012, Executive Committee meeting minutes and the September 5, 2012 meeting minutes as presented.

4. **Public Comments**

There were no public comments.

5. **Review of Bylaws/Committee Structures**

SCDD bylaws contain the structure and provisions of SCDD committees. Currently, the bylaws provide for 5 standing committees: 1) Executive, 2) Legislative and Public Policy, 3) Program Development, 4) Self-Advocates Advisory, and 5) Employment First; and, one sub-committee: Strategic Planning.

Prior to November 2010, the bylaws also provided for an Administrative Committee which was eliminated by Council action during the November 2010 Council meeting.

During the September 12, 2012 Council meeting, the Council took action to establish an Ad-Hoc Committee for the purposes of continuing the investigation of the contracts and recommending an executive director.

It is staff's recommendation that the Executive Committee consider the respective responsibilities of the committees and recommend to the Council that:

- 1) The Administrative Committee should be re-established with similar functions and responsibilities and transfer the responsibility of contract review/investigation from the Ad-Hoc Committee to the Administrative Committee.
- 2) The Ad-Hoc Committee should function to screen, select and conduct initial interviews of potential candidates for executive director with reporting directly to Executive Committee. The Executive Committee could conduct secondary interviews and make the final recommendation to the full Council where final interviews could be conducted.

It was moved/seconded (Aguilar/Allen) and carried to recommend that the Council reestablish the Administrative Committee and, the first charge of the Committee would be to immediately continue the work of the Ad-Hoc Administrative Committee on finances and existing contracts.

6. **Proposed Revisions to Organizational Chart**

In February 2010, following the departure of the previous Executive Director and two Deputy Directors, the Council submitted a management reorganization package to the Department of Personnel Administration (DPA), now Cal HR. The proposed new organization chart called for three Deputy Directors: Deputy Director for Administration; Deputy Director for Policy and Planning; and Deputy Director for Area Board Operations. During the ensuing two years, none of the three Deputy Director positions were filled. In February 2012, Executive Director Carol Risley submitted a revised reorganization package to DPA. This proposed organization chart

called for two Deputy Directors: Deputy for Policy and Planning and Deputy for Systems Monitoring and Area Board Operations. Instead of a Deputy Director for Administration, it was proposed that the position of Staff Services Manager I (the Budget Officer) be elevated to Staff Services Manager III and that individual supervise personnel, IT, budget, contracts and procurement. The SSM III in turn would report to the Executive Director, as do the Deputy Directors.

It is staff's recommendation that the Executive Committee request approval from the Council that a revised reorganization package be sent to CalHR with the following changes: replace the proposed Deputy Director for Systems Monitoring and Area Board Operations with a Deputy Director for Administration. The Deputy Director for Administration would supervise staff assigned to personnel, IT, budget, contracts and procurement. Without supervisory responsibilities, the SSM II would return to previous SSM I status and would retain the duties of Budget Officer.

It was moved/seconded (Aguilar/Raynor) and carried to recommend to the Council reestablish a three (3) deputy structure at the Council headquarters which would be: Deputy Director of Area Board Operations; Deputy Director of Policy and Planning; and Deputy Director of Administration.

It was moved/seconded (Aguilar/Allen) and carried to recommend to the Council that moving forward all changes to the organizational structure effecting deputy directors and above be approved by the Council prior to moving forward to CalHR.

7. **Request for Department of Finance (DOF) to Expand Audit of Council's Financial Affairs**

Based on the outcomes listed in the August 17, 2012 letter from DOF, the Executive Committee took the following action regarding the DOF audit:

It was moved/seconded (Aguilar/Allen) and carried to recommend that the Council authorize DOF to expand their audit, including but not limited to examining how allocations are distributed and tracked for area boards, headquarters, and grants.

It was moved/seconded (Shipp/Allen) and carried to recommend that the Council provide a 30-day notice to BRC to terminate their current self-advocacy contract without cause and further to have the self-advocates assist in crafting a new RFP to be released as soon as possible.

8. **Request to Initiate an Investigation of Personnel Issues**

The Executive Committee is recommending that based on the review of the prior Executive Director's evaluation and the number of specific comments that were made regarding Council operations, that an independent investigation takes place regarding personnel issues.

9. **Current Status of Council Operations**

Given the extensive scope of managerial and administrative duties currently being undertaken, it was moved/seconded (Shipp/Allen) and carried to recommend that the Council consider appointing Roberta Newton as Interim Executive Director. (1 abstention; 1 oppose)

10. **Conference Attendance Policy**

It was moved/seconded (Allen/Shipp) and carried to recommend that the Council adopt the SCDD Policy for Conference Attendance by Council Members with revisions.

11. **November Council Agenda**

The November Council agenda was set as follows:

1) Dues for the NACDD

2) Committee Reports

- Executive Committee
- Nominating Committee
- Legislative and Public Policy
- Employment First Committee
- Program Development/Ad –Hoc Review Committee
- Self-Advocates Advisory Committee/Statewide Self-Advocacy Network

- Incompatible Activities Advisory

3) Member Updates

12. **Locations for 2013 Council Meetings**

The Executive Committee is requesting weigh-in from the Council on whether or not to have one-to-two Council meetings outside of Sacramento in 2013.

13. **Adjournment**

The meeting was adjourned at 1:20 p.m.

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: REVIEW OF BYLAWS - COMMITTEE STRUCTURE

BACKGROUND: The SCDD bylaws contain the structure and provisions of SCDD committees. Currently, the bylaws provide for 5 standing committees: 1) Executive, 2) Legislative and Public Policy, 3) Program Development, 4) Self-Advocates Advisory, and 5) Employment First; and, one sub-committee: Strategic Planning.

Prior to November 2010, the bylaws also provided for an Administrative Committee which was eliminated by Council action during the November 2010 Council meeting.

During the September 12, 2012 Council meeting, the Council took action to establish an Ad-Hoc Committee for the purposes of continuing the investigation of the contracts, recommending an Interim and permanent executive director.

In addition, during the September Council meeting, the Department of Finance presented a Management Letter that expressed several concerns with recommendations. Among the recommendations, DOF provided that: 1) the Council establish the proper control environment, 2) an assessment should be made to identify improvements to the operating environment and corrective actions should be implemented where appropriate, 3) until vacant positions can be filled, the Council should increase its oversight of SCDD day-to-day operations, 4) the Council should work with the Executive Director to define clear lines of authority and accountability and strengthen SCDD internal communication. The Council should ensure all personnel have a clear understanding of their responsibilities.

ANALYSIS/DISCUSSION:

Before November 2010, the former **Administrative Committee** had the following responsibilities:

- *Shall assist with monitoring the administrative and budgetary activities of the Council. The Committee shall:*
 - *Be composed of at least three Council Members*

- *Make recommendations to the Council regarding allocation of discretionary fiscal resources and other budgetary issues.*
- *Make recommendations to the Council regarding budgeting for anticipated fiscal resources among Council operations and specific service priorities for inclusion in the California State Strategic Plan on Developmental Disabilities State Plan and the Governor's budget.*
- *Make recommendations to the Council regarding monitoring and evaluating administrative contracts and agreements.*
- *Make recommendations to the Council regarding all contracts and agreements.*
- *Monitor and evaluate administrative contracts and agreements; and take actions authorized in all Council contracts and agreements.*
- *Make recommendations to the Council regarding administrative matters and policies.*

Specifically, the duties of the Executive Committee include that they shall: 1) make final recommendations to the Council regarding the appointment, evaluation, or removal of the Executive Director. This does not preclude the creation of an Ad-Hoc Selection Committee that may have the authority to screen applications, select top candidates and conduct initial interviews as was done in 2010.

COUNCIL STRATEGIC PLAN OBJECTIVE: None

PRIOR COMMITTEE ACTIVITY: The Executive Committee met on October 18, 2012 and took action to make the following recommendations to the Council:

RECOMMENDATION(S): In reviewing the recommendations made by DOF and the SCDD current and former bylaws with specific attention to Executive and Administrative Committees, it is both the staff and Executive

Committee recommendation for the Council to consider the respective responsibilities of the committees and:

- 1) The Administrative Committee should be re-established with similar functions and responsibilities and transfer the responsibility of contract review/investigation from the Ad-Hoc Committee to the Administrative Committee.
- 2) The Ad-Hoc Administrative Committee should be renamed the "Ad-Hoc Selection Committee" for the screening, selection and initial interview of potential candidates for executive director with reporting directly to Executive Committee. The Executive Committee may conduct secondary interviews and make the final recommendation to the full Council where final interviews could be conducted.

By re-establishing the Administrative Committee, the Council begins to address some of the concerns expressed by DOF as well as create an additional review processes that ensure compliance with applicable state and federal laws and processes.

ATTACHMENTS(S): SCDD bylaws

PREPARED: Melissa C. Corral, October 19, 2012

State Council on Developmental Disabilities



BY-LAWS

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CALIFORNIA STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

BY-LAWS

(Revised – June 2010)

ARTICLE I. NAME & DEFINITIONS

The name of this organization shall be the State Council on Developmental Disabilities.

ARTICLE II. RESPONSIBILITIES

The responsibilities of the State Council on Developmental Disabilities are set forth in 42 United States Code Section 51001 et. seq. and Sections 4433.5 and 4520 et. seq. of the California Welfare and Institutions Code.

ARTICLE III. PRINCIPAL OFFICE

The principal office of the Council shall be located in the County of Sacramento, California. The Council may change the principal office from one location to another within the county.

ARTICLE IV. AREA OF SERVICE

The area of service shall be the State of California.

ARTICLE V. MEMBERSHIP

Appointment to the Council requires each member to fully discharge his/her duties consistent with the responsibilities of representing persons with developmental disabilities. The membership of the Council shall consist of the categories of people in accordance with state and federal law.

SECTION 1. Appointments:

Pursuant to Division 4.5, Chapter 2, Article 1, Section 4521 (b)(1), (2), and (3) of the Welfare and Institutions Code, there shall be thirty-one (31) voting members on the Council appointed by the Governor, as follows:

- (a) Twenty (20) members of the Council shall be persons with a developmental disability (self-advocates) or parents, siblings, guardians or conservators (family-advocate) of these persons. In these By-laws these persons are referred to as self-advocates and family-advocates. Of the 20 members, thirteen (13) shall each be current members of the 13 Area Boards, one member from each board and representing consumers and families in their local catchment area; and, seven (7) shall be members at large that are comprised as follow: three (3) persons with developmental disabilities; one (1) person who is a parent, immediate relative, guardian, or conservator of a resident in a developmental center; one (1) person who is a parent, immediate relative, guardian, or conservator of a person with a developmental disability living in the community; one (1) person who is a parent, immediate relative, guardian, or conservator of a person with a developmental

disability living in the community nominated by the Speaker of the Assembly; and, one (1) person with a developmental disabilities nominated by the Senate Committee on Rules.

- (b) Eleven (11) members of the Council shall include: directors or members, as appropriate, of State departments or agencies or of local agencies as prescribed in state and federal laws. These persons are referred to as agency representatives in these By-laws and shall include three (3) members appointed to represent the University Centers for Excellence (UCE) programs funded by the Administration on Developmental Disabilities as the three California UCEs.
- (c) Prior to appointing the thirty-one (31) members, the Governor shall request and consider recommendations from organizations representing or providing services, or both, to persons with developmental disabilities and shall take into account socioeconomic, ethnic, and geographic considerations of the state. The Council may, at the request of the Governor, coordinate Council and public input to the extent feasible to the Governor regarding recommendations for membership.

SECTION 2. Term of Office:

The term of office on the State Council shall be in accordance with state law. The term of each self or family advocate member shall be for three years. In no event shall any self or family advocate member serve for more than a total of six years.

SECTION 3. Conflict of Interest:

Pursuant to California Welfare and Institution Code Section 4525 the Council's approved Conflict of Interest Policy, is incorporated by reference into these By-laws.

SECTION 4. Vacancies:

A vacancy on the Council exists if any of the following events occur before the expiration of the term:

- (a) The death of the member.
- (b) An adjudication pursuant to a legal proceeding declaring that the member is physically or mentally incapacitated due to disease, illness, accident, or other condition and there is reasonable cause to believe that the member will not be able to perform the duties of office for the remainder of his/her term.
- (c) The member's resignation.
- (d) The member's removal from office.
- (e) The member's ceasing to be a legal resident of the state or the area the member was appointed to represent.
- (f) The member's absence from the state without the permission required by law beyond the period allowed by law.
- (g) The member's ceasing to discharge the duties of his/her office for the period of three consecutive meetings, except when prevented by sickness, or when absent

from the state with the permission required by law. After three (3) consecutive unexcused absences, a member shall be considered as having ceased to discharge the duties of Council membership. An unexcused absence is an absence of a member when previous notice of absence has not been given to the Council Chair or Committee Chair and to the Executive Director by telephone, email, or mail.

- (h) The member's conviction of a felony or any offense involving a violation of his/her official duties. A member shall be deemed to have been convicted under this section when trial court judgment is entered.
- (i) The member's refusal or neglect to file his/her required oath, or declaration of conflict of interests within the time prescribed after being provided notice of non-compliance and a reasonable time to comply.
- (j) The decision of a competent tribunal declaring void the member's election or appointment.
- (k) The making of a vacating order or declaration of vacancy.
- (l) The member assumes a position or responsibility that violates the Council's conflict of interest policy.

The Governor shall be notified when a vacancy occurs and shall appoint a person to serve the unexpired term of the member being replaced.

SECTION 5. Resignations:

Members shall serve a designated term unless they resign, or are otherwise disqualified to serve, or until successors have been appointed, up to the maximum years allowed by State law. Any member may resign at any time by giving written notice to the Chairperson and to the Executive Director. Such resignation shall take effect on the date of receipt of such notice or any later time specified therein; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 6. Compensation and Expenses:

Self-advocate and family advocate members of the State Council shall receive honoraria pursuant to Government Code 11564.5, and Welfare and Institution Code Section 4550 not to exceed fifty (50) days in any fiscal year. All members shall be reimbursed for authorized actual and necessary expenses incurred in connection with the performance of their duties as Council members, in accordance with state regulations in the State Administrative Manual.

ARTICLE VI. MEETINGS

SECTION 1. Parliamentary Authority:

- (a) All meetings of the Council and its committees are public meetings governed by the Bagley-Keene Open Meeting Act (Government Code Section 11120, et. seq.).
- (b) Robert's Rules of Order shall be utilized as the rules for all Council and committee

meetings except in instances of conflict with these By-laws, or provisions of State or federal law or regulations. The Vice-Chairperson shall serve as Parliamentarian.

- (c) The Council may adopt, from time-to-time, such policies and rules for the conduct of its meetings and affairs as may be required.

SECTION 2. Meetings:

- (a) There shall be no less than six (6) and no more than twelve (12) meetings of the Council per year.
- (b) Special meetings of the Council may be called by the Chairperson or, in case of absence or inability to act by the Chairperson, by the Vice-Chairperson. In case of a refusal to act by the Chairperson, a special meeting may be called by written request of nine (9) members of the Council. Only matters specified in the written notice of the meeting shall be considered at such a meeting.
- (c) Regular or special meetings of the Council shall be held at a place, date, and time designated by the Council or selected by the Chairperson.

SECTION 3. Quorum:

- (a) A quorum for the Council shall be a simple majority of the statutory required membership.
- (b) A quorum for each Council committee and sub-committee shall be a simple majority of the appointed members of that committee.

SECTION 4. Voting Rights of Members:

- (a) Each member shall be entitled to one vote, to be exercised in person. Proxy voting shall not be permitted.
- (b) Except as otherwise specifically provided in State law or these By-laws, all matters submitted for determination shall be decided by a majority vote.

SECTION 5. Chairperson Pro Tem:

If neither the Chairperson nor Vice-Chairperson is present to preside at a Council meeting, a chairperson pro tem shall be elected by the majority vote of the Council members present.

ARTICLE VII. OFFICERS

SECTION 1. Officers:

The officers of the Council shall be a chairperson and a vice - chairperson elected from among the self and family advocate members. These officers shall perform the duties described in these By-laws.

SECTION 2. Election of Member Officers:

Election of officers shall occur once every two years. The election shall be held during the last meeting of the appropriate calendar year. Only self and family advocate members shall be eligible to hold office.

SECTION 3. Voting Procedure:

Council officers shall be elected by a majority vote. Recommendations for officers shall be in the form of nominations from the Nominating Committee. Nominations may also be received from the floor prior to the election, but subsequent to the report of the Nominating Committee.

SECTION 4. Term of Office:

The Chairperson and Vice-Chairperson shall be elected for a term of two years. Individuals may be elected to these positions for no more than two consecutive terms. Their term of office shall begin the first day of the new calendar year.

SECTION 5. Vacancies:

If the Chairperson resigns or is permanently unable to serve during the term of office pursuant to Article V Section 4, the Vice-Chairperson shall become the Chairperson for the remainder of such term. Upon the vacancy of the Vice-Chairperson's term of office or if the Vice-Chairperson resigns or is permanently unable to serve during the term of office, the Chairperson shall appoint an interim Vice-Chairperson to serve until an election is conducted. The Chairperson shall also appoint a nominating committee of at least three (3) but not more than five (5) Council members that will provide a slate of nominations for the election of Vice-Chairperson during the next appropriate Council meeting.

The voting procedure established in Article VII, Section 3 shall be used for the election process of the permanent Vice-Chairperson.

SECTION 6. Duties of the Officers:

- (a) Chairperson - The responsibilities of the Chairperson are: to preside at all meetings of the Council; to appoint chairpersons and members to all Council committees, except the Nominating Committees, to appoint Council representatives in relation to other agencies and consumer groups; and to represent the Council as needed. The Chairperson shall have full voting rights on all Council actions.
- (b) Vice-Chairperson - The responsibilities of the Vice-Chairperson are to perform all the duties of the Chairperson if the Chairperson is absent or if the Chairperson requests the Vice-Chairperson to do so. When acting in the capacity of the Chairperson, the Vice-Chairperson has the same authority as the Chairperson. The Vice-Chairperson also, serves as Chair of the Executive Committee and as Parliamentarian.

SECTION 7. Removal from Office:

Action to remove an officer shall be in accordance with the following procedure:

- (a) Written notification must be submitted by registered mail to the Executive Director from Council member(s) describing the specific cause for which removal is sought.
- (b) The Executive Director shall notify the officer charged by registered mail within two (2) working days of receiving the charges. Any member so notified shall have ten (10) days to respond to the group or individual responsible for notification. Following this ten (10) day period, the responsible parties shall notify the Executive Director within ten (10) days as to whether or not they wish to request removal of the officer. If the responsible parties are satisfied by the officer's response that no sufficient cause exists, the matter will be closed with written notice to the Executive Director and to the officer.
- (c) If the group or individual requesting removal is not satisfied by the response of the officer or if the officer fails to respond in ten (10) days, the Executive Director shall put the issue on the agenda at the beginning of the next Council meeting and inform the Council members as to the purpose of the agenda item.
- (d) Written charges shall be distributed and reviewed at the specified meeting of the Council.
- (e) A majority vote shall be required to remove a chairperson or vice-chairperson from office. If removal of the Chairperson is under consideration, the vice-chairperson shall preside.

ARTICLE VIII. EXECUTIVE DIRECTOR

SECTION 1. Appointment:

- (a) The Executive Director of the Council shall be appointed by and serve at the will of the Council in a position exempt from all civil service requirements pursuant to the California Constitution, Article 7, section 4(b) and Welfare and Institutions Code Section 4551(a)(2). The appointment of the Executive Director shall occur during a regular or special meeting of the Council.
- (b) A performance review of the Council Executive Director shall be coordinated by the Executive Committee and conducted annually by the full Council.

SECTION 2. Responsibilities and Duties:

- (a) The Executive Director shall be the chief administrative officer of the Council and shall have all the authority and responsibility assigned to the director of a state agency including budget, personnel, and contractual transactions. These include authority for entering into and execution of agreements on behalf of the Council in order to implement the policies of the Council.

- (b) The Executive Director shall be under the direction and control of the Council and shall do and perform such other duties as may be assigned by the Council.
- (c) The Executive Director shall serve as clerk to the Council.

SECTION 3. Removal:

- (a) Action to remove the Executive Director of the Council shall be conducted in accordance with Government Code Section 11120, et. seq.
- (b) The Executive Committee of the Council may recommend removal of the Executive Director during a regular or special meeting. This recommendation shall be taken to the Council during a regular or special meeting for discussion and action.
- (c) A majority vote, during a regular or special Council meeting, shall be required to remove the Executive Director from his or her exempt appointment.

ARTICLE IX. COMMITTEES

SECTION 1. Authority:

- (a) Subject to the provision of these By-laws, all committees, with the exception of the Executive Committee, shall be advisory and shall not have the power to bind the Council except when specifically authorized by the Council to do so. Recommendations made by advisory committees shall be presented to the Council for adoption in the form of a motion.
- (b) Subject to provision of these By-laws, a vacancy in the membership of a committee, except the Nominating Committee, may be filled by the Council Chairperson.
- (c) A committee may meet upon call of the chairperson of the committee or the Council Chairperson.
- (d) Unless otherwise specified in these By-laws, the Chairperson and the Executive Director of the Council shall serve ex officio, without vote, on all committees, except the Nominating Committee.
- (e) A committee member may be removed from the committee by the Council Chair after three (3) consecutive unexcused absences. An unexcused absence is an absence of a member when previous notice of absence has not been given to the Committee Chair or Executive Director or appropriate Deputy Director by telephone, e-mail or mail.

SECTION 2. Standing Committees:

- (a) There shall be five (5) standing committees of the State Council:
 - (1) Executive
 - (2) Legislative and Public Policy
 - (3) Program Development
 - (4) Self-Advocates Advisory
 - (5) Employment First
- (b) The chairperson and members of each of the standing committees shall be appointed by the Council chairperson. In the event of a vacancy for any reason in membership or the chair, a successor may be appointed by the Council Chairperson. In appointing standing committee chairpersons, the Council Chairperson may request volunteers from the Council's self and family advocate members. All committee chairperson appointments shall be announced to the Council at the next available Council meeting.
- (c) The membership of all standing committees, except the Executive Committee, shall be open to non-members of the Council. The expenses of non-Council members may be reimbursed on the same basis as a Council member with the exception of the honorarium.
- (d) All members of the Council shall be expected to serve on at least one standing committee of the Council.
- (e) The charge of each of these committees shall be as follows:
 - (1) Executive Committee
The Executive Committee shall serve as the coordinating body to the Council. The Committee shall:
 - [a] Consist of the Council Chairperson, Vice-Chairperson, chairperson of the Legislative and Public Policy Committee, chairperson of the Program Development Committee, chairperson of the Strategic Planning Subcommittee, chairperson of the Self-Advocates Advisory Committee, chairperson of the Employment First Committee and two (2) other Council members. One (1) shall be a self-advocate and one (1) shall be a family member of a self-advocate.
 - [b] Be chaired by the Council Vice-Chairperson.
 - [c] Act on behalf of the Council between meetings, but shall not modify any action taken by the Council unless authorized by the Council to do so. The full Council at the next regular or special meeting shall receive a report of all Executive Committee actions taken between Council meetings as necessary.

- [d] Administrative matters shall be a standing agenda item at every meeting and shall include but not be limited to, budget reports, expenditure reports and other major administrative issues.
- [e] Make recommendations to the Council regarding approval of Community Program Development Grants (CPDG) projects to be funded, and allocations.
- [f] Appoint members of CDPG Grant Review team as needed.
- [g] Provide direction to the Executive Director regarding all matters pertaining to Council responsibilities.
- [h] Make recommendations to the Council regarding amendments to the By-laws, changes in committee structure or responsibilities.
- [i] Make recommendations to the Council regarding Council member training.
- [j] Make recommendations to the Council regarding the presentation of awards on behalf of the Council.
- [k] Make recommendations to the Council regarding matters assigned by the Council or the Council Chairperson.
- [l] Make recommendations to the Council regarding the appointment, evaluation, or removal of the Executive Director.
- [m] Monitor and evaluate California State Strategic Plan on Developmental Disabilities implementation and submit findings to the Council.
- [n] Review and make recommendations to the Council regarding area boards' requests to initiate litigation per Welfare and Institution Code Section 4548(g)(4) and (6).
- [o] Coordinate the Council's litigation activities, as needed, and make recommendations to the full Council.
- [p] Make appointments to and receive recommendations from the Strategic Planning Sub-Committee.
- [q] Present a slate of nominees to be elected to the Nominating Committee. Election to the Nominating Committee shall occur at the

September Council meeting during election years.

1. Strategic Planning Sub-Committee

The Subcommittee shall:

- (a) Advise the Executive Committee on the collection and reporting of information on needs, including unmet needs, priorities and emerging issues
- (b) Make recommendations to the Executive Committee regarding policy priorities for the California State Strategic Plan on Developmental Disabilities
- (c) Assist the Council in the implementation and reporting of the goals and objectives of the Council's California State Strategic Plan on Developmental Disabilities.
- (d) Coordinate planning implementation with the other Committees of the Council.

(2) Legislative and Public Policy Committee

The Legislative and Public Policy Committee shall implement the California State Strategic Plan on Developmental Disabilities objectives as assigned by the Council. The Committee shall:

- [a] Be composed of at least seven (7) members.
- [b] Review, comment and recommend positions on significant proposed legislation and/or proposed regulations.
- [c] Recommend legislation consistent with Council's responsibilities and objectives.
- [d] Recommend initiatives and policies consistent with Council responsibilities and objectives.
- [e] Provide testimony and recommendations to the Legislature with regard to matters pertaining to people with developmental disabilities.
- [f] Respond to other responsibilities as assigned by the Council or Council Chairperson.

(3) Program Development Committee

The Program Development Committee shall advise the Council in the development of services and projects designed to improve the quality of life for individuals with developmental disabilities and their families

The Committee shall:

- [a] Be composed of at least seven (7) members.
- [b] Make recommendations to the Council regarding the Community Program Development Grant (CPDG) application process and suggested priorities/criteria for proposals.
- [c] Develop methods to market and implement successful CPDG projects throughout the State.
- [d] Carry out other responsibilities as assigned by the Council or the Council Chairperson.

(4) Self-Advocates Advisory Committee

The Self-Advocates Advisory Committee shall advise the Council regarding self-advocacy issues involving the Council and the community. The Committee shall:

- [a] Be composed of all self-advocate members of the Council.
- [b] Advise the Council regarding self-advocate needs related to serving the Council including manners in which to ensure participation and inclusion in all meetings.
- [c] Advise the Council regarding policies, programs and any other area affecting self advocates in California.
- [d] Review materials and other Council produced information to evaluate and make recommendations regarding plain language approaches.

(5) Employment First Committee

The Employment First Committee is responsible for ensuring the development of an Employment First Policy which has the intended outcome of significantly increasing the number of individuals with developmental disabilities who engage in integrated, competitive employment. The Committee shall:

- [a] Be composed of a representative from each of the following:
 - (1) The Department of Developmental Services

- (2) The Department of Rehabilitation
 - (3) The California Department of Education
 - (4) One from each of the three University Centers of Excellence in California
 - (5) Disability Rights California
 - (6) Employment Development Department
 - (7) Family Resource Center Network
 - (8) Association of Regional Center Agencies
 - (9) Service Employees International Union
 - (10) The ARC
 - (11) Four self-advocates
 - (12) Four family advocates
 - (13) Such others as deemed needed to implement the responsibilities of the Council.
- [b] Identify the respective roles and responsibilities of state and local agencies in enhancing integrated, competitive employment for people with developmental disabilities.
- [c] Identify strategies, best practices, and incentives for increasing integrated, competitive employment opportunities for people with developmental disabilities, including, but not limited to, ways to improve the transitional planning process for students 14 years of age or older, and to develop partnerships with, and increase participation by, public and private employers and job developers.
- [d] Identify existing sources of employment data and recommend goals for, and approaches to measuring progress in, increasing integrated, competitive employment for persons with developmental disabilities.
- [e] Recommend legislative, regulatory, and policy changes for increasing the number of individuals with developmental disabilities in integrated, competitive employment, self-employment, and microenterprises and who earn wages at or above minimum wage.
- [f] Provide an annual report to the Governor and Legislature by July 1 of each year that describes the work and recommendations of the Committee.

SECTION 3. Nominating Committee:

The Nominating Committee shall provide advice to the Council relative to the bi-annual election of Council officers. The Committee shall:

- (a) Be composed of at least three (3) and not more than five (5) Council members.
- (b) Be elected by the Council at the September Council meeting from a slate of nominations presented by the Executive Committee.
- (c) Serve for one year. Be elected at least forty-five (45) days prior to the annual election.

SECTION 4. Committees, Sub-Committees and Ad-Hoc Committees and Task Forces:

- (a) Committees, Sub-committees, Ad-Hoc committees and Task Forces may be established by the Council to carry out specified California State Strategic Plan on Developmental Disabilities objectives and purposes of the Council.
- (b) The term of office and, qualifications of these groups' chairpersons and members shall be established by the Council. The membership of Sub-Committees and Ad-Hoc committees shall be open to non-members of the Council and shall be appointed by the Chairperson of the Council. The expenses of non-Council members may be reimbursed on the same basis as a Council member with the exception of the honorarium.

ARTICLE X. COUNCIL GENERAL PROVISIONS

SECTION 1. Certification and Inspection:

The original or a copy of the By-laws, as amended or otherwise altered to date, certified by the Council shall be recorded and kept in a book that shall be kept in a location in the principal office of the Council, and such book shall be open to public inspection at all times during office hours.

SECTION 2. Records, Reports and Inspection:

- (a) The Council shall maintain adequate and correct accounts, books and records of all its business and properties.
- (b) Such records shall be kept at its principal place of business. All books and records shall be open to inspection by the Council and the general public, except those records or data regarding an employee, if such disclosure would constitute an unwarranted invasion of personal privacy, or records of the Council relating to its participation in a judicial proceeding.
- (c) An annual financial report and budgets shall be available for inspection at the Council's principal place of business.

ARTICLE XI. AMENDMENTS OF BY-LAWS

Subject to the limitations of federal and state law, these By-laws shall be reviewed annually. The Executive Committee shall be responsible for the annual review of the By-laws, submitting recommendations for adoption of new By-laws and amendments or repeal of existing By-laws to the Council. These By-laws may be amended, repealed or adopted by a two – thirds majority during any regular or special meeting of the Council so long as a draft of the proposed action was submitted in writing to the Council at least ten (10) days prior to the meeting.

ARTICLE XII. INDEMNIFICATION

SECTION 1. Definitions:

For the purposes of this Article XII, “agent” means any person who is or was a director or member as appropriate, officer, employee, or other agent of the Council. Proceeding means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative; and expenses include without limitation attorney’s fees and any expenses of establishing a right to indemnification under Section 4 or 5(b) of this Article XII.

SECTION 2. Indemnification in Actions by Third Parties:

The Council shall have power to indemnify any person who was or is a party or is threatened to be made a party to any proceeding (other than an action by or in the right of the Council to procure a judgment in its favor, by reason of the fact that such person is or was an agent of the Council, against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the Council and, in the case of a criminal proceeding, has no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of the Council or that the person had reasonable cause to believe that the person’s conduct was unlawful.

SECTION 3. Indemnification in Actions by or in the Right of the Council:

The Council shall have the power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action by or in the right of the Council, to procure a judgment in its favor by reason of the fact that such person is or was an agent of the Council, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of the Council, and with such care, including reasonable inquiry as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section 3:

- (a) In respect of any claim, issue, or matter as to which such person shall have been adjudged to be liable to the Council in the performance of such person’s duty to

the Council, unless and only to the extent that the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall determine;

- (b) Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or
- (c) Of expenses incurred in defending a threatened or pending action, which is settled or otherwise disposed of without court approval, unless it is settled with the approval of the Attorney General.

SECTION 4. Indemnification Against Expenses:

To the extent that an agent of the Council has been successful on the merits in defense of any proceeding referred to in Section 2 or 3 of this Article XII or in defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

SECTION 5. Required Determinations:

Except as provided in Section 4 of this Article XII any indemnification under this Article XII shall be made by the Council only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Section 2 or 3 of this Article XII, by:

- (a) A majority vote of a quorum consisting of directors or members as appropriate, who are not parties to such proceeding; or
- (b) The court in which such proceeding is or was pending upon application made by the Council or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney, or other person is opposed by the Council.

SECTION 6. Advance of Expenses:

Expenses incurred in defending any proceeding may be advanced by the Council prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article XII.

SECTION 7. Other Indemnification:

No provision made by the Council to indemnify its or its subsidiary's directors or members as appropriate, or officers for the defense of any proceeding, whether contained in the Articles, Bylaws, a resolution directors or members as appropriate, or an agreement, or otherwise, shall be valid unless consistent with this Article XII. Nothing contained in this Article XII shall affect any right to indemnification to which persons other than such directors or members as appropriate, and officers may be entitled by contract or otherwise.

SECTION 8. Forms of Indemnification Not Permitted:

No indemnification or advance shall be made under this Article XII, except as provided in Section 4 or 5(b), in any circumstances where it appears:

- (a) That it would be inconsistent with a provision of the Articles, these By-laws, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or
- (b) That it would be inconsistent with any condition expressly imposed by a court in approving a settlement.

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Proposed Revisions to Organizational Chart

BACKGROUND:

In February 2010, following the departure of the previous Executive Director and two Deputy Directors, the Council submitted a management reorganization package to the Department of Personnel Administration (DPA), now Cal HR. The proposed new organization chart called for three Deputy Directors: Deputy Director for Administration; Deputy Director for Policy and Planning; and Deputy Director for Area Board Operations. During the ensuing two years, none of the three Deputy Director positions were filled. In February 2012, Executive Director Carol Risley submitted a revised reorganization package to DPA. This proposed organization chart called for two Deputy Directors: Deputy for Policy and Planning and Deputy for Systems Monitoring and Area Board Operations. Instead of a Deputy Director for Administration, it was proposed that the position of Staff Services Manager I (the Budget Officer) be elevated to Staff Services Manager III and that individual supervise personnel, IT, budget, contracts and procurement. The SSM III in turn would report to the Executive Director, as do the Deputy Directors.

ANALYSIS/DISCUSSION:

The Department of Finance' August 17 2012 Management Letter noted the following conditions at SCDD headquarters:

"At the time of the review, headquarters had many vacant positions, including all four deputy director positions (Note: SCDD was previously assigned four Deputy positions). As a result, day-to-day operations were managed only by the Executive Director and Budget Officer. At a minimum, the segregation of duties is inadequate and does not comply with recommended practices in the State Administrative Manual."

COUNCIL STRATEGIC PLAN OBJECTIVE:

Not Applicable

PRIOR COUNCIL ACTIVITY:

See Background above.

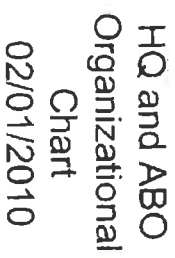
STAFF RECOMMENDATION(S): Submit a revised reorganization package to CalHR with the following changes: provide for three Deputy Directors: the current Deputy for Policy and Planning; a renamed Deputy Director for Area Board Operations and a Deputy Director for Administration. The latter Deputy for Administration would supervise staff assigned to personnel, IT, budget, contracts and procurement. Without supervisory responsibility, the SSM II would return to his previous classification of SSM I and would retain the duties of Budget Officer.

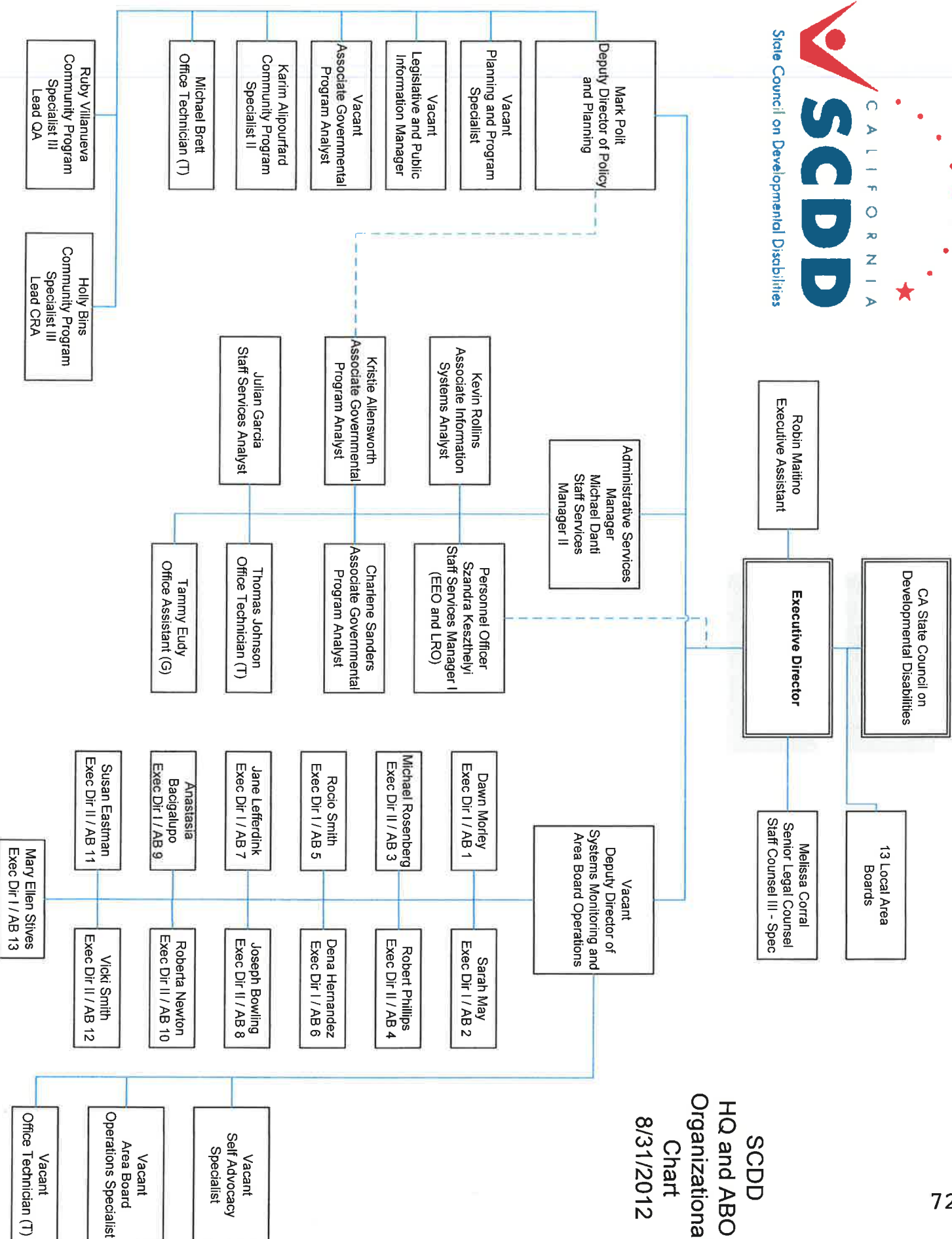
ATTACHMENTS: Previous Organizational Chart dated 2/1/10, Current Organizational Chart dated 8/31/12 , and proposed Organizational Chart dated 11/7/12.

PREPARED BY: Roberta Newton, October 22, 2012.

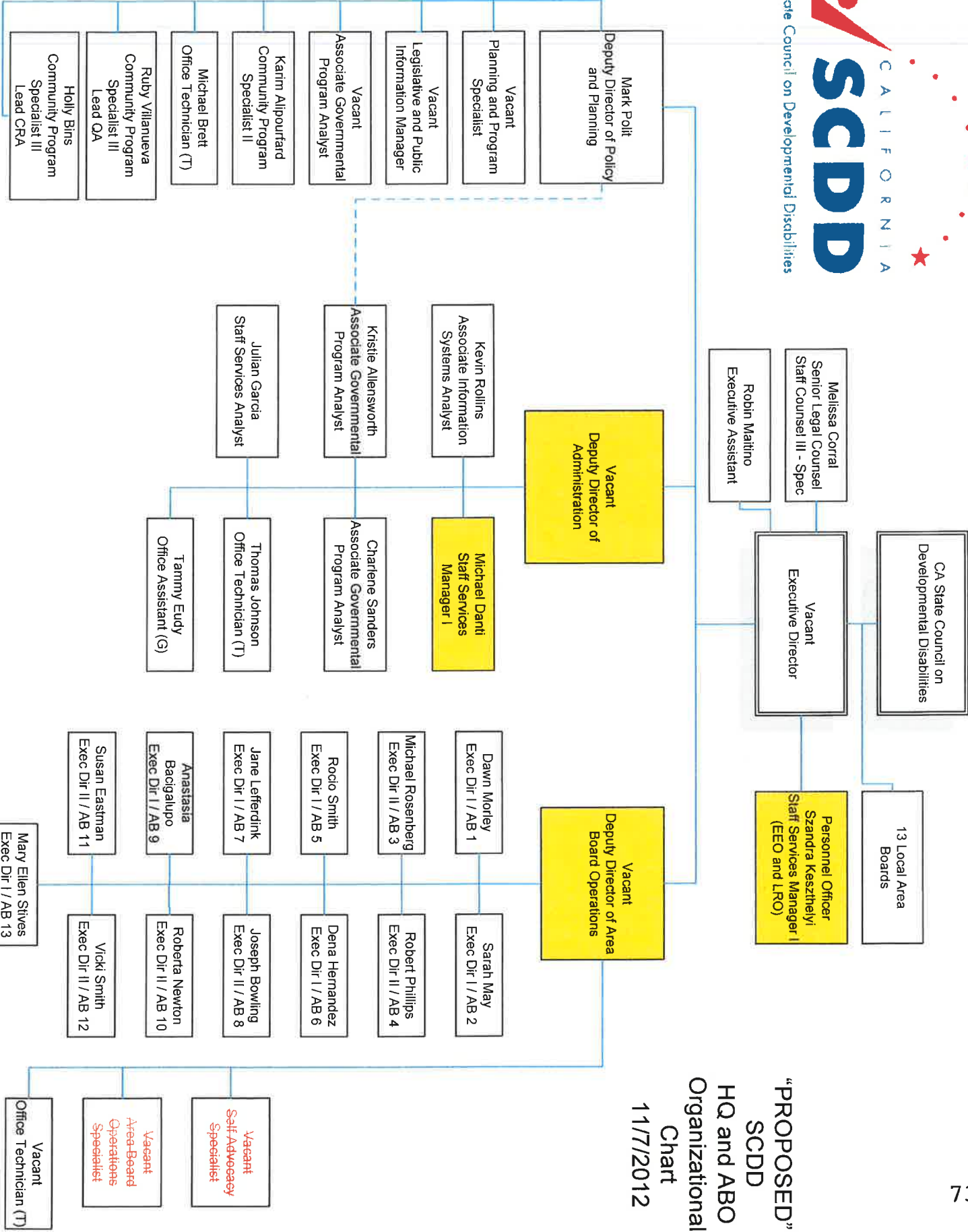


SCDD





SCDD
HQ and ABO
Organizational
Chart
8/31/2012



“PROPOSED”
SCDD
HQ and ABO
Organizational
Chart
11/7/2012

State Council On Developmental Disabilities
2011/12 Fiscal Year - Authorized Positions By Funding Source As of October 1, 2012
(Total Positions Tie to 2012/13 FY of 2013/14 Schedule 8 Reconciliation Worksheet)
"PCA Funding Codes Are As of August 22, 2012"

<u>Employee</u>	<u>Position #</u>	<u>Classification</u>	<u>CBID</u>	<u>Time Base</u>	<u>PCA Funding Code %</u>		
					<u>BSG</u>	<u>QA</u>	<u>CRA/VAS</u>
Vacant (Eff. Jul 11)	792-100-0618-001	Planning & Program Specialist	E97	1.0	100.0%		
Vacant (Eff. Mar 09)	792-100-0619-001	Deputy Director	E99	1.0	100.0%		
Vacant (Eff. Jul 12)	792-100-1139-002	Office Technician - Typing	R04	1.0	80.0%	10.0%	10.0%
Brett, Michael*	792-100-1139-006	Office Technician - Typing	R04	1.0	100.0%		
Johnson, Thomas	792-100-1139-005	Office Technician - Typing	R04	1.0	70.0%	15.0%	15.0%
Eudy, Tammy**	792-100-1441-002	Office Assistant - General	R04	1.0	70.0%	15.0%	15.0%
Rollins, Kevin	792-100-1470-001	Assoc. Info. Systems Analyst	R01	1.0	70.0%	15.0%	15.0%
Maitino, Robin	792-100-1728-001	Executive Assistant	C04	1.0	100.0%		
Polit, Mark***	792-100-3094-001	Deputy Dir. Policy/Planning	E99	1.0	100.0%		
Vac. (Eff. Jun 11)	792-100-3095-001	Chief Deputy Director	E99	1.0	100.0%		
Keszthelyi, Szandra****	792-100-4800-023	Staff Services Manager I	S01	1.0	70.0%	15.0%	15.0%
Steele, Ed (R/A)	792-100-4800-910	Staff Services Manager I	S01	0.0	100.0%		
Danti, Mike*****	792-100-4801-002	Staff Services Manager II	S01	1.0	70.0%	15.0%	15.0%
Vacant (Eff. Oct 12)	792-100-5090-001	Executive Director	E99	1.0	100.0%		
Garcia, Julian	792-100-5157-003	Staff Services Analyst	R01	1.0	70.0%	15.0%	15.0%
Sanders, Charlene	792-100-5393-001	Assoc. Govtl. Program Analyst	R01	1.0	70.0%	15.0%	15.0%
Allensworth, Kristie*****	792-100-5393-004	Assoc. Govtl. Program Analyst	R01	1.0	70.0%	15.0%	15.0%
Vacant (Eff. Jul 12)	792-100-5393-005	Assoc. Govtl. Program Analyst	R01	1.0	100.0%		
Corral, Melissa	792-100-5795-001	Staff Counsel III - Specialist	R02	1.0	40.0%	30.0%	30.0%
Alipourfard, Karim	792-100-8352-004	Community Program Spec. II	R01	1.0	100.0%		
Cissell, Lois (R/A)*****	792-100-8362-910	Community Program Spec. III	S01	0.0	100.0%		
Vacant (Eff. Oct 09)	792-100-9440-001	Legislative Specialist	E97	1.0	100.0%		
TOTAL				20.0			

*This position was established from position #792-100-1138-003 (OT-Gen.) effective 7-1-12 and Michael Brett was transferred to it.

**Effective 5-1-10, half-time position # 792-111-1139-003 was redirected from AB 11 and combined with Tammy's 1/2 time position to make it a full-time position. No change in Tammy's 1/2 time status.

***Mark Polit was appointed to this position by the Governor effective 9-17-12.

****Effective 7-1-12, this position was established(2 year L/T) from APA position #792-100-5142-003.

*****Effective 7-1-12, this position was established(2 year L/T) from SSM I position #792-100-4800-017.

***** Kristie Allensworth was transferred to this position effective 7-1-12.

*****Ms. Cissell was hired effective 2-6-12 to help with self-advocacy program related duties.

Nelson, Lisa	792-101-1139-001	Office Technician -Typing	R04	1.0	70.0%	30.0%	
Morley, Dawn	792-101-5098-001	Executive Director I	E98	1.0	70.0%	30.0%	
Kindley, Deborah	792-101-8352-003	Community Program Spec. II	R01	1.0		100.0%	
Gorny, Denise	792-101-8352-005	Community Program Spec. II	R01	1.0	100.0%		
TOTAL				4.0			

Aaron-Miller, Lisa	792-102-1139-801	Office Technician-Typing	R04	1.0	100.0%		
May, Sarah	792-102-5098-001	Executive Director I	E98	1.0	100.0%		
Carlton, Betty	792-102-8352-003	Community Program Spec. II	R01	1.0	100.0%		
TOTAL				3.0			

Luoma, Sheryl*	792-103-1139-006	Office Technician -Typing	R04	1.0	70.0%	30.0%	
Rosenberg, Michael	792-103-5099-001	Executive Director II	E98	1.0	70.0%	30.0%	
Castellucci, Ruby	792-103-8352-003	Community Program Spec. II	R01	1.0	100.0%		
Bingaman, Sonya	792-103-8352-006	Community Program Spec. II	R01	1.0		100.0%	
Nolan, Mary	792-103-8352-008	Community Program Spec. II	R01	1.0	100.0%		
TOTAL				5.0			

*Sheryl Luoma transferred from the Department of Corrections and Rehabilitation effective 7-26-12.

State Council On Developmental Disabilities
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(Total Positions Tie to 2012/13 FY of 2013/14 Schedule 8 Reconciliation Worksheet)
"PCA Funding Codes Are As of August 22, 2012"

<u>Employee</u>	<u>Position #</u>	<u>Classification</u>	<u>CBID</u>	<u>Time Base</u>	<u>PCA Funding Code %</u>		
					<u>BSG</u>	<u>QA</u>	<u>CRA/VAS</u>
Sloane, Michele	792-104-1139-001	Office Technician -Typing	R04	0.5			100.0%
Tigh, Robin	792-104-1139-003	Office Technician -Typing	R04	1.0	75.0%		25.0%
Phillips, Robert	792-104-5099-001	Executive Director II	E98	1.0	75.0%		25.0%
Ruder, Cindy	792-104-8352-002	Community Program Spec. II	R01	1.0	100.0%		
Long, Donald (VAS)	792-104-8352-005	Community Program Spec. II	R01	1.0			100.0%
Weare, Tobias (CRA)	792-104-8352-008	Community Program Spec. II	R01	1.0			100.0%
TOTAL				5.5			
Schultz, Susan	792-105-1139-001	Office Technician -Typing	R04	1.0	70.0%	30.0%	
Smith, Rocio	792-105-5098-001	Executive Director I	E98	1.0	70.0%	30.0%	
Craig, Denis	792-105-8352-001	Community Program Spec. II	R01	1.0	100.0%		
Wiley, Miriam	792-105-8352-002	Community Program Spec. II	R01	1.0		100.0%	
Usac, Ronaldo	792-105-8352-003	Community Program Spec. II	R01	1.0	100.0%		
TOTAL				5.0			
Tacan-Regan, Marigene	792-106-1139-701	Office Technician-Typing	R04	1.0	70.0%	30.0%	
Hernandez, Dena	792-106-5098-001	Executive Director I	E98	1.0	70.0%	30.0%	
Lewis, George	792-106-8352-004	Community Program Spec. II	R01	1.0		100.0%	
Fromm, Neil	792-106-8352-005	Community Program Spec. II	R01	1.0	100.0%		
TOTAL				4.0			
Sigal, Rossana	792-107-1139-002	Office Technician -Typing	R04	1.0	70.0%	30.0%	
Lefferdink, Jane	792-107-5098-001	Executive Director I	E98	1.0	70.0%	30.0%	
Maher, Mary	792-107-8352-001	Community Program Spec. II	R01	1.0	100.0%		
Grady, David	792-107-8352-002	Community Program Spec. II	R01	1.0		100.0%	
Lucas, Jennifer*	792-107-8352-006	Community Program Spec. II	R01	1.0	100.0%		
TOTAL				5.0			
*With the understanding that the next vacant CPS II in Area Board 7 will be abolished, beginning with the October 2009 pay period, funding for Ms. Lucas's position changed from CRA/VAS to BSG.							
Kroencke, Heather*	792-108-1139-002	Office Technician -Typing	R04	1.0	75.0%		25.0%
Wilson, Constance	792-108-1139-003	Office Technician -Typing	R04	1.0			100.0%
Bowling, Joseph	792-108-5099-001	Executive Director II	E98	1.0	75.0%		25.0%
Adams-Denner, Robin (CRA)**	792-108-8352-002	Community Program Spec. II	R01	1.0			100.0%
Brown, Carrie (CRA)	792-108-8352-008	Community Program Spec. II	R01	1.0			100.0%
Vacant (Eff. Jul 12)	792-108-8352-009	Community Program Spec. II	R01	1.0	100.0%		
Joest, Dawn	792-108-8352-011	Community Program Spec. II	R01	1.0	100.0%		
De Elva, Kelly (VAS)	792-108-8352-012	Community Program Spec. II	R01	1.0			100.0%
TOTAL				8.0			

*Heather's last name changed from Moore to Kroencke on everything but her email.

**Robin Orduno changed her name to Robin Adams-Denner effective with the April 2011 pay period.

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(Total Positions Tie to 2012/13 FY of 2013/14 Schedule 8 Reconciliation Worksheet)
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<u>Employee</u>	<u>Position #</u>	<u>Classification</u>	<u>CBID</u>	<u>Time Base</u>	<u>PCA Funding Code %</u>		
					<u>BSG</u>	<u>QA</u>	<u>CRA/VAS</u>
Gonzales, Mallory	792-109-1139-001	Office Technician-Typing	R04	1.0	100.0%		
Bacigalupo, Anastasia	792-109-5098-001	Executive Director I	E98	1.0	100.0%		
Lopes, Carol	792-109-8352-001	Community Program Spec. II	R01	1.0	100.0%		
TOTAL				3.0			
Pio de Roda, Dinah	792-110-1139-001	Office Technician -Typing	R04	1.0		100.0%	
Bchtikian, Marina	792-110-1139-002	Office Technician -Typing	R04	1.0	100.0%		
Villanueva, Jenny	792-110-1441-002	Office Assistant - General	R04	0.5			100.0%
Rastatter, Therese	792-110-1441-003	Office Assistant - General	R04	1.0		100.0%	
Newton, Roberta	792-110-5099-001	Executive Director II	E98	1.0	45.0%	30.0%	25.0%
Tolbert, Christine (CRA)	792-110-8352-001	Community Program Spec. II	R01	1.0			100.0%
Hamlett, Thomas	792-110-8352-004	Community Program Spec. II	R01	1.0		100.0%	
Goodman, Melody	792-110-8352-005	Community Program Spec. II	R01	1.0	50.0%	50.0%	
Zermen, David (VAS)	792-110-8352-007	Community Program Spec. II	R01	1.0			100.0%
Arroyo, Christopher	792-110-8352-011	Community Program Spec. II	R01	1.0	100.0%		
Harrell, Bruce	792-110-8352-012	Community Program Spec. II	R01	1.0	50.0%	50.0%	
Eby-McKenzie, Julie	792-110-8352-014	Community Program Spec. II	R01	1.0	50.0%	50.0%	
TOTAL				11.5			
Eastman, Susan	792-111-5099-001	Executive Director II	E98	1.0	75.0%		25.0%
Skvirsky-Bohn, Gail (VAS)	792-111-8352-005	Community Program Spec. II	R01	1.0			100.0%
Von Thenen, Scarlett	792-111-8352-006	Community Program Spec. II	R01	1.0	100.0%		
St. Pierre, Laurie (CRA)	792-111-8352-009	Community Program Spec. II	R01	1.0			100.0%
Cruz-Zinn, Yolanda	792-111-8352-010	Community Program Spec. II	R01	1.0	100.0%		
TOTAL				5.0			
Robinson, Florence	792-112-1139-001	Office Technician -Typing	R04	1.0	45.0%	30.0%	25.0%
Smith, Vicki	792-112-5099-001	Executive Director II	E98	1.0	45.0%	30.0%	25.0%
Puccio, Robbin (CRA)	792-112-8352-004	Community Program Spec. II	R01	1.0			100.0%
Meehan, Shannon (VAS)*	792-112-8352-007	Community Program Spec. II	R01	1.0	50.0%		50.0%
Vacant (Eff. Jul 12)**	792-112-8352-008	Community Program Spec. II	R01	0.5	100.0%		
Decker, John	792-112-8353-003	Community Program Spec. I	R01	1.0		100.0%	
TOTAL				5.5			
*Shannon Meehan transferred to this full-time CPS II position from half-time CPS II position #792-100-112-008 effective 6-4-12.							
**This vacant 1/2 time CPS II position is currently BSG funded, once it is filled, it will become VAS funded and Shannon Meehan's position will become 100% BSG funded.							
Williams, Michael	792-113-1139-001	Office Technician -Typing	R04	1.0	70.0%	30.0%	
Stives, Mary Ellen	792-113-5098-001	Executive Director I	E98	1.0	70.0%	30.0%	
Geving, Michele	792-113-8352-002	Community Program Spec. II	R01	0.5	100.0%		
Marshall, Deborah	792-113-8352-006	Community Program Spec. II	R01	1.0	100.0%		
Dow, Nancy	792-113-8352-009	Community Program Spec. II	R01	1.0		100.0%	
TOTAL				4.5			
Vacant (Eff. Mar 10)	792-114-0342-001	Deputy Director for ABO	E98	1.0	45.0%	30.0%	25.0%
Bins, Holly	792-114-8362-001	Community Program Spec. III	S01	1.0			100.0%
Villanueva, Ruby	792-114-8362-002	Comm. Prog. Spec. III - Supvr.	S01	1.0		100.0%	
TOTAL				3.0			
DEPARTMENT TOTALS				92.0			

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: BOARD RESOURCE CENTER CONTRACT AND REPORT

BACKGROUND: In August 2012 the SCDD received a Management Letter from the Department of Finance (DOF) as a result of a limited review of contracting practices and other administrative processes. The review was initiated in response to a whistleblower's complaint. Also during August 2012, the annual evaluation of the Council's Executive Director was also taking place.

Among its findings, the DOF cited that SCDD had exceeded its delegated purchasing authority when it entered into an \$87,215 contract with the Board Resource Center (BRC) in July 2011. In a presentation at the September 2012 Council meeting, DOF representatives reported that the aforementioned contract was one of several entered into between SCDD and BRC, including a currently encumbered three year contract (March 1, 2012—September 30, 2014) for \$828,790.000

ANALYSIS/DISCUSSION: It was determined that the Council's Executive Committee reviewed the grantee's draft proposal in June 2011 and August 2011. However, contrary to Council Bylaw requirements, neither the Request for Proposals (RFP) nor the proposed contract were ever brought to the Council for review and action. No report of the Executive Committee's actions or discussion from June and August 2011 were provided to the Council. The Council's Bylaws state "The full Council at the next regular or special meeting shall receive a report of all Executive Committee actions taken between Council meetings as necessary."

While supportive of the work that BRC has undertaken to grow a Statewide Self-Advocacy Network, the lack of transparency on the part of the Council in awarding and executing this contract is a significant detriment.

COUNCIL STRATEGIC PLAN OBJECTIVE: Not Applicable

PREVIOUS ACTION: See Above

RECOMMENDATIONS: Due to the manner in which the Council executed this contract, the Executive Committee recommends that the grantee be given 30 days' notice of intent to terminate the contract without cause. The Council should design a new RFP as quickly as feasible and widely disseminate. The Board Resource Center, as well as any other qualified applicant, is welcome to apply for a contract.

ATTACHMENTS:

Report on Self-Advocacy Summits from Federal AIDD
2012 Progress Report from Board Resource Center
2012-2016 State Plan Introduction and Goal #1

PREPARED: Roberta Newton, October 23, 2012



ENVISIONING THE FUTURE: ALLIES IN SELF-ADVOCACY REPORT



INSTITUTE ON DISABILITY
AND HUMAN DEVELOPMENT
UNIVERSITY OF ILLINOIS AT CHICAGO

Envisioning the Future:
Allies in Self-Advocacy Report

September 2011

by

Joe Caldwell
Katie Keiling Arnold
Mary Kay Rizzolo

Institute on Disability and Human Development
The University of Illinois at Chicago

Self-Advocate Version

Edited by:

Liz Weintraub

And

Julie Petty

The contents of this report were funded under a grant from the Association of University Centers on Disabilities (AUCD) and do not necessarily represent the views of AUCD or their funding sources.

I. Background

The Administration on Developmental Disabilities (ADD) is the federal agency that supports the developmental disabilities network. The network includes Developmental Disabilities Councils (DD Councils), University Centers for Excellence in Developmental Disabilities (UCEDDs), and Protection and Advocacy systems (P&As).

ADD held five regional summits in the spring of 2011. The goals of the summits were to:

- 1) Find out what is happening in the states on self-advocacy
- 2) Make state team plans to strengthen self-advocacy
- 3) Make national recommendations to strengthen self-advocacy

A. Regional Self-Advocacy Summits

The states that were in the first round of summits were:

- Atlanta, Georgia summit
 - States: Alabama, Florida, Georgia, Mississippi, North Carolina, Tennessee.
- Los Angeles, California summit
 - States: Arizona, California, Nevada, New Mexico, Oregon, Utah.
- Kansas City, Missouri summit
 - States: Arkansas, Kansas, Minnesota, Missouri, Oklahoma, South Dakota.
- Columbus, Ohio summit
 - States: Indiana, Michigan, Ohio, Pennsylvania, Virginia, Wisconsin.
- Providence, Rhode Island summit
 - States: Maine, Massachusetts, New Jersey, New York, Rhode Island, Vermont.



Because of funding, ADD could not include every state in the first round of summits. However, ADD plans to hold more summits to reach other states and territories.

Each state developed a state team of 9-12 people, with the same amount of self-advocates and professionals. The team included:

- 2 to 3 people from the self-advocacy leadership
- A person from the DD Council
- A person from the P&A
- A person from the UCEDD
- A person from the DD Services Agency

II. FINDINGS

A. Self-Advocacy in the States

States teams did presentations on self-advocacy in their state. States were all at different places in their support for self-advocacy. Some states had a lot of support and strong movements. Some states were still trying to form a statewide organization. Some state teams knew each other well. Others were still getting to know each other.

B. Plans to Strengthen Self-Advocacy in States

State teams made plans to make the self-advocacy movement in their state stronger. The main goals of their plans were:

- 1) Support peer training, mentoring, and leadership development (like serving on boards and committees)
- 2) Strengthen supports and funding for self-advocacy at the local, regional, and state level
- 3) Strengthen partnerships with other disability organizations and allies
- 4) Reach out and communicate with other self-advocates (like youth and other population that are not part of the movement)
- 5) Educate the public about disability and self-advocacy (like getting rid of the "R" word)
- 6) Improve community services and supports (like education, transition, transportation, housing, community living)

C. National Recommendations

State teams also came up with recommendations to support self-advocacy at the national level. Some recommendations were for actions that ADD could take in the short term. Other recommendations were for policy changes. These are the major things that state teams said.

Things that ADD could consider doing in the short term:

1. Provide support to strengthen self-advocacy

- Support state self-advocacy information and training centers run by self-advocates
- Start a national resource center run by self-advocates to assist local and state self-advocacy organizations
- Provide support for self-advocacy through national DD network associations (Association of University Centers on Disabilities, National Association of State Developmental Disabilities Councils, and National Disability Rights Network)

2. Promote inclusion and self-advocacy at the federal level:

- Hire and provide leadership opportunities for people with disabilities at the federal level
- Improve accessibility and use of respectable language
- Raise expectations for DD network and grantees about including self-advocates

3. Educate people about disability and self-advocacy

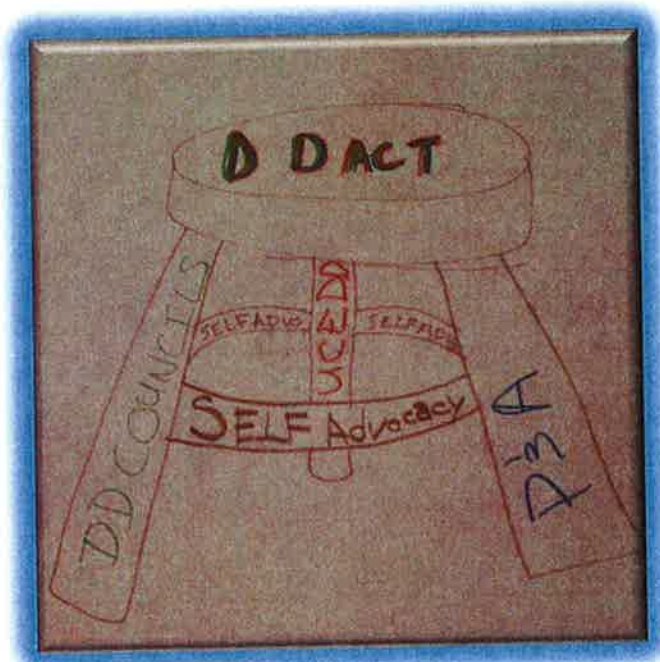
4. Work with other federal agencies on issues (like improving education, employment, transportation, and community services)

Bigger policy recommendations for the Developmental Disabilities (DD)

Act:

- Make state self-advocacy information and training centers as an equal part of the DD Act. Some people call this adding the “fourth leg.” Another way to think about it is that it would support the UCEDDs, P&As, and DD Councils and make the DD Act stronger.

- Require the DD network to work together on a plan to strengthen self-advocacy
- Require the UCEDDs and P&As to support self-advocacy (like the DD Councils)
- Require DD Councils to include a young self-advocate (under 28 years of age) on the council
- Promote inclusion of self-advocates with significant disabilities and self-advocates from underrepresented communities
- Write rules (called regulations) in the DD Act to promote self-advocacy



III. Conclusion

The summits recommended a lot of things for ADD to consider. However, it is important to know that ADD has limited funding and cannot do all the things people recommended. Some of the things are more long-term goals.

People said they learned how to work together as a team. The team needs to make sure the voice of self-advocates is the primary voice. The majority

of people said the summits “got a lot right” in terms of accessibility for people with intellectual and developmental disabilities. However, there are things that need to be improved on accessibility and inclusion (especially at the state team level).

People who participated in the summits said they were useful. They said they learned about what ADD does. They said they learned about what other states are doing. They left the summits with energy and excitement. States made plans and are taking actions to support self-advocacy.

For more information check-out the summit website:
www.AlliesInSelfAdvocacy.org

The **Board** Resource Center

Making Complex Ideas SimpleSM

Facilitation Support and Training Services for the California State Council on Developmental Disabilities



Jaimal Kordes, 2012
SSAN member

Summary Report - September 30, 2012
(Period: March 1, 2012 through September 30, 2012)
Submitted by: Board Resource Center



In August 2011 the Executive Committee of the State Council on Developmental Disabilities (SCDD) approved the commitment of resources to support self-advocate participation on the SCDD's Employment First Committee, the SCDD Self-Advocates Advisory Committee, and the SCDD State Plan goals to develop a Statewide Self-Advocacy Network.

Intended and designed to increase effective participation and leadership by persons with disabilities on SCDD and in the community, this report is submitted to the Executive Committee to provide a summary of activities and outcomes.



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INTRODUCTION

"Only when self-advocates organize and build leadership among themselves, will the disability rights movement have more success."

Molly Kennedy
SCDD member

Historically, people with developmental and intellectual disabilities had been excluded from social and governmental affairs that impacted their lives. Today, increased diversity is one of the greatest transformations occurring among communities across the nation. As society seeks expand the exercise of civil rights, public interest groups, political associations and service organizations are realizing the potential offered by differences that make up their communities, such as gender, ethnicity, family structure, economic status, and disability.

Disability rights movements have spurred activism on the part of individuals with developmental disabilities who have increasingly become valued participants in their communities, viewed less as "clients" in need and more as "citizens" who have contributions to make. With this shift comes recognition that a unified voice of self and peer advocates can transform culture and impact public policy.

In this era of public resource reductions and difficult economic circumstances, expanding advocacy partnerships has become all the more imperative to protecting and advancing human rights. Community members and their organizations must turn to one another to build relationships and share responsibilities necessary to improve quality of life for all. Using the power of peer leadership, accessible information and lessons learned from human rights movements, self-advocates on the SCDD Employment First Committee, the SCDD Self-Advocates Advisory Committee and the Statewide Self-Advocacy Network have initiated plans guided by their communities and are taking action to assist peers to do the same.

BACKGROUND

"I believed for many years that California can be led by self-advocates - working together we can make our voices louder."

Jennifer Allen
SCDD - SAAC Chair

In 2011 the federal Administration on Developmental Disabilities (ADD) held multi-state regional self-advocacy summits throughout the country to obtain recommendations for strengthening the self-advocacy movement nationwide. Held in Los Angeles for the western region, the California team (with self-advocates representing the State Council on Developmental Disabilities, Disability Rights California, University Centers for Excellence in Developmental Disabilities, Department of Developmental Services and People First of California) made a number of key self-advocacy leadership and support recommendations, including:

ADD Policy and/or Action:

- Develop and identify core funding for self-advocacy in states.
- Add self-advocacy to "areas of emphasis" in Federal DD Act.
- Support cross-state collaboration in implementing self-advocacy.
- Establish paid self-advocates to provide tech assistance to states, regions.
- Develop task force on self-advocacy progress after summits.
- Reach out to underserved groups.
- Leadership training.
- Develop a Consumer Advisory Committee to guide its work.
- Host website clearinghouse of self-advocacy organizations.

State Policy and/or Action:

- Create alliances between communities.
- Strong need to establish common goals.
- People should make their own decisions.
- Start self-advocacy training before high school.
- Grow in numbers, unity and power.
- Change society's attitudes so people are treated with respect.
- Develop websites, listserv and social media – build a coalition network.
- Advocate from the community.

PURPOSE

“The problem is we have lots of groups but there is no focus. We need to go back into it and try a strategic level... to bring self-advocates together and hear their priorities to establish common goals.”

CA ADD Summit Member

Throughout California there are self-advocacy groups and organizations where persons with disabilities share common experiences, learn from each other, acquire organizational skills and advise on disability issues. These local and regional associations are essential elements of a vibrant grassroots presence and overall advocacy strategy.

However, without a coordinated mechanism to build on these strengths and partner with community-based and state level allies, broadening the reach of advocacy achievements will be difficult, especially across a state as large and diverse as California.

In response to the Self-Advocacy Summit and Goal #1 of the 2012-2016 State Strategic Plan on Developmental Disabilities, SCDD seeks to increase advocacy by persons with disabilities through development of personal and public leadership that engages community, regional and statewide allies to advance the quality of life for all Californians with disabilities.

Central to accomplishment of SCDD’s mission is an active commitment to leadership by persons with disabilities in personal and public advocacy. By supporting leadership development by self-advocates on its Employment First Committee (EFC), its Self-Advocates Advisory Committee (SAAC) and the newly initiated Statewide Self-Advocacy Network (SSAN) with regional representation, SCDD seeks to strengthen pathways to change led by persons with disabilities.

Self and peer advocacy today



- Established advocacy identity and People First language.
- Gained access to policy-making groups and advisory committees.
- Established validity of relevant support strategies and services.
- Developed leadership.
- Advanced expectations.
- Demonstrated possibilities.

Self and peer advocacy tomorrow



- Ongoing rights education and leadership in community life.
- Development of meaningful partnerships to expand networks, personal and organizational.
- Integration into community, regional and state common causes.
- Identification of shared goals and braided funding among diverse allies.
- Engagement in public policy development.
- Focused strategic action directed toward outcomes.


State Plan Objectives Served By Supporting EFC, SAAC and SSAN

2012-16 STATE GOALS

Goal #1
Individuals with developmental disabilities have the information, skills, opportunities and support to advocate for their rights and services and to achieve self-determination, independence, productivity, integration and inclusion in all facets of community life.

Areas of Emphasis:
☐ Quality ☐ Education and Early Intervention ☐ Health ☐ Employment ☐ Housing ☐ Formal and Informal community support ☐ Crisis cutting

Objectives
1a) The Council will promote the stability and expansion of a statewide self-advocacy network through financial and in-kind support, which includes ensuring that local delegates are able to participate effectively in statewide meetings and events.
1b) The Council will strengthen existing self-advocacy groups and promote establishment of new groups at the local level. At least 23 new self-advocacy groups will



1. Council will promote the stability and expansion of a statewide self-advocacy network.... ensuring local delegates are able to participate effectively in statewide meetings and events.
2. Council will strengthen existing self-advocacy groups.
3. Council will help to educate self-advocates so they are better able to assert their human, service and civil rights.....be better informed on issues that impact them.
4. Council will collaborate with local and statewide groups to promote and support the efforts of cross-disability and youth disability organizations to strengthen their leadership networks.
5. Individuals with developmental disabilities will be supported and trained to become effective trainers of other individuals with developmental disabilities who in turn, will assume leadership roles.

BRC APPROACH

BRC uses an approach aimed at client-defined outcomes that encourages organizing, collaborating and advocacy action by persons with disabilities who lead others through their examples.



In 2007, BRC assisted SCDD and California federal partners to gather information and recommendations from self-advocates regarding more inclusive governance meeting practices to foster greater peer leadership.

BRC conducted interviews, facilitated a statewide focus group and delivered reports titled "Building Participation" to each participating agency. The reports identified specific strategies and support accommodations to enhance future participation and informed decision-making at meetings.



In 2007 BRC was engaged by SCDD to support self-advocate members and provide adapted materials for the statewide Senate Bill 1270 community meeting process mandated to gather input and provide recommendations regarding improved services for Californians with developmental disabilities.

BRC also developed and produced a plain language summary report in video format featuring only self-advocate participants was delivered to the California Legislature.



In 2011 BRC produced for SCDD "Work is for All", a video and booklet illustrating a range of employment successes and the lives of productive community members who happen to have developmental disabilities.

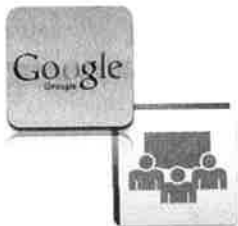


During 2011-2012 BRC worked in partnership with SCDD and Eastern Los Angeles Regional Center to produce "Boards for All", a sequenced webinar training with an easy-to-follow informational design that incorporates strategies to community leadership. It serves two objectives, increase personal empowerment and create opportunities for persons with diverse abilities to be viewed as valuable community members who can lead as members of boards, committee and councils.

Awarded a competitive grant that began in March 2012, BRC commenced current services to SCDD in its work to build on a tradition of support for leadership by Californians with disabilities and increase effectiveness through collective learning, organizing and action. By providing leadership training, facilitation, adapted plain language materials, media and technology support, self-advocate members of the EFC, SAAC and SSAN are fulfilling their roles and strengthening contributions to local, regional and statewide advocacy.



Specializing in outcome driven curricula and easy-to-use tools - plain language, accessible design, digital media - BRC focused on developing co-teaching and learning processes that advance personal and policy advocacy by individuals, community groups and large organizations.



These methods, along with online communication technologies, are employed to sustain success by members of EFC, SAAC and SSAN and the organizations which they participate and lead.

Board Resource Center's role



Employment First Committee



Overview of Responsibilities

- Adapt Employment First Committee materials.
- Develop preparation session materials and provide copies to members.
- Facilitate committee preparation meetings.
- Support members at EFC meetings, if needed.
- Follow along between meetings.



Self- Advocates Advisory Committee



Overview of Responsibilities

- Adapt SCDD meeting materials.
- Develop/provide SAAC meeting materials.
- Leadership coaching with SAAC officers.
- Facilitate group meeting process.
- Develop training and support materials and provide to members.
- Facilitation training to members' facilitators.
- Support to members/members' facilitators at SCDD meetings, if needed.
- Follow along between meetings.
- Develop and maintain SAAC webpage.



Statewide Self- Advocacy Network



Overview of Responsibilities

- Adapt SSAN meeting materials.
- Develop/provide multi-media formats.
- Leadership coaching with SSAN officers.
- Test/refine/deliver Leadership Plan format.
- Facilitate SSAN group meeting process.
- Develop/provide statewide training materials.
- Assist/support members' facilitators.
- Support members' regional organizations.
- Support development of advocacy plans.
- Support SSAN regional meetings.
- Support to sustain/expand state partnerships.
- Develop/maintain SSAN webpages.

EMPLOYMENT FIRST COMMITTEE (EFC)

"Employment First means consumers have real jobs, working with people without disabilities and making the same money for the same job."

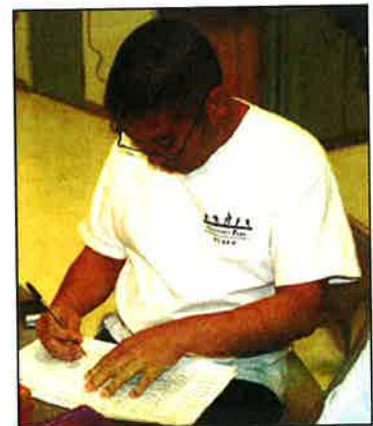
EFC Member

The Employment First Committee is a standing committee of SCDD established to ensure development of an Employment First Policy with an intended outcome of significantly increasing the number of persons with developmental disabilities engaged in integrated, competitive employment (ICE).

Self-Advocate members of EFC provide illustrative personal experiences about the employment environment for individuals with disabilities. From abandoned expectations, lack of opportunity, underemployment or inadequate supports to successful job development and retention of a gainful competitive integrated job, members provide their own experiences and the perspectives of their peers.

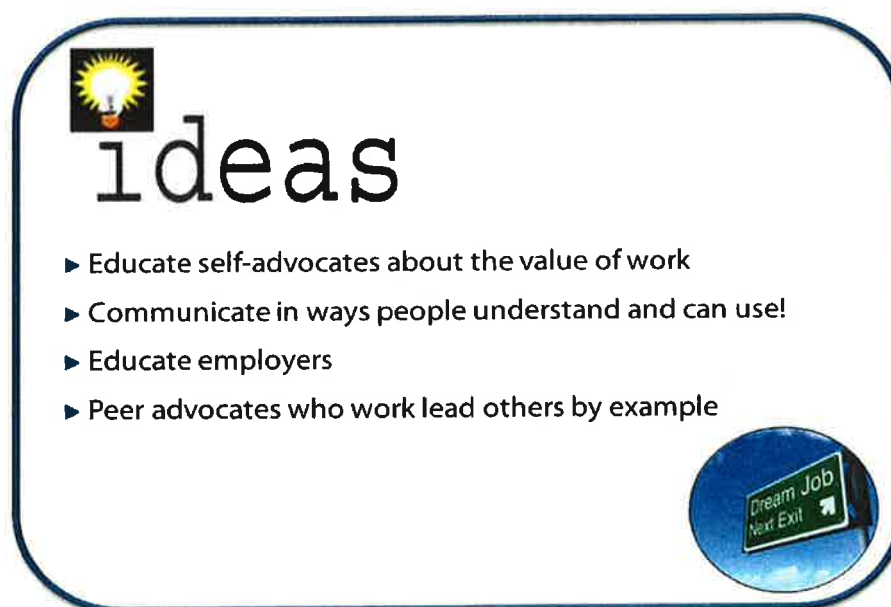


Equally important, they have participated actively in EFC meetings, the Committee's strategic planning, and in its efforts to forward SCDD's Employment First policy in state legislation.

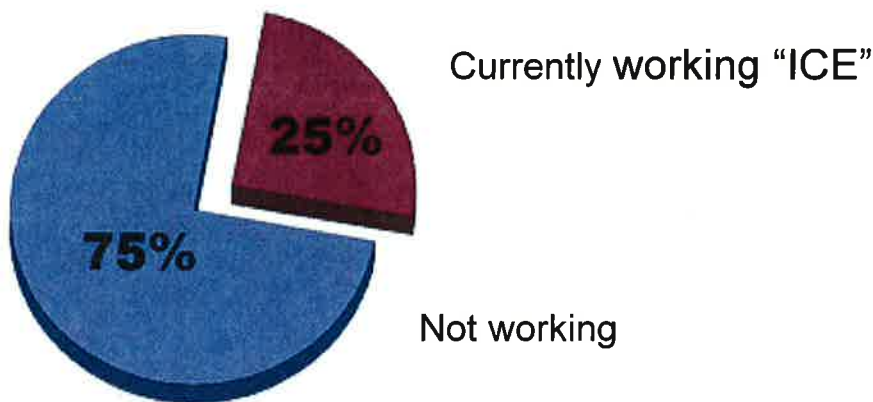


BRC - Preparation Activities

1. Reviewed April & August EFC agenda/packet with SCDD Executive Director.
2. Facilitated half-day preparation sessions prior to April and August EFC meetings, including identification of employment issues significant to self-advocates and strategies for communicating at EFC meeting.
3. Developed materials for preparation meetings prior to each EFC meeting to enhance understanding of relevant issues. Materials distributed to self-advocate members (as directed by SCDD), and delivered to SCDD for distribution and posting on www.scdd.ca.gov website.
4. Facilitated monthly support sessions via telephone for self-advocate members to review committee priorities and prepare to gather community information/annual data collection.
5. Facilitated leadership development with self-advocate member coaching during monthly support sessions and providing tools for outreach/data survey in their communities. Developed presentation materials with and for self-advocate members.



BRC - EFC Meeting: April and August



8/2012 Presentation Report to
Employment First Committee by
Kecia Weller and Cindy White.
Survey of 40 self-advocates.
www.scdadvocacy.org

1. Provided member support during EFC meetings (e.g., facilitation)
 - a. Organization of materials.
 - b. Clarification of terms, presentations, charts and discussion topics.
 - c. Contribution to strategic plan and on-topic discussion comments.

BRC - Post Meeting Activities

1. Maintained email contact with self-advocate committee members.
2. Through email and phone calls, assisted self-advocate committee members with community outreach and communicating with peers to collect information/data for presentation at EFC meetings.
3. Facilitate completion of EFC related annual activities/projects; consolidate information for self-advocate member input at meetings.
4. Create pictorial graphs, slides and notes with self-advocate committee members for data survey presentation at August EFC meeting.
5. Provided plain language *unofficial* EFC and prep meeting notes for self-advocate committee members to use before official meeting notes are released.



SELF-ADVOCATES ADVISORY COMMITTEE (SAAC)

"Learning more about leadership
by sitting in chairperson seat....

Learning more as a team
player... Speaking up more....
More aware of SCDD and
committee work...

Learning to use more technology."

SAAC Members

The Self-Advocates Advisory Committee, as a standing committee of SCDD, is established to advise SCDD on self-advocacy issues involving SCDD and the community.

SCDD operates with agreement that self and peer advocates should take the lead in carrying out the mission of the organization and access necessary support to do so, if needed.

As experienced self-advocates who are engaged in various advocacy pursuits in their communities and regions, SAAC members have worked to build effectiveness of this statewide committee and enhance their personal leadership capabilities.

Self-Advocates Advisory Committee Mission Statement

Key Words



- Promote independence
- Inclusion
- Increase council member involvement
- Be a voice for all Californians with developmental disabilities
- Advocate with peers through policy-making activities

Mission Statement

" Be a voice for all Californians with disabilities by promoting State Council participation and peer advocacy that advances independence and inclusion."



BRC - Preparation Activities

1. Provided monthly 1:1 officer leadership coaching for chairperson and vice chairperson.
2. Facilitated weekly Think-Plan-Do personal leadership development (lead by example) meetings with chairperson and vice chairperson.
3. Supported ongoing chairperson and vice chairperson leadership development, email exchange and facilitated communication among members.
4. Reviewed SCDD meeting agenda/packet and adapted multi-media materials for SAAC meetings in consultation with chairperson and vice chairperson (with direction from SCDD).
5. Assisted development of members' facilitation plans using SCDD facilitation guide and planning tool.
6. Developed presentation, training materials and follow-up evaluation tools as advised by members for community outreach. Materials posted on www.scddadvocacy.org website for member and community use.
7. Developed training and support materials and distributed to SAAC.
8. Delivered SAAC meeting and training materials for SCDD website. Posted accessible version and text versions on www.scddadvocacy.org website.
9. Developed and utilized SAAC meeting evaluation tool to improve meeting process per feedback from members.
10. Assisted with preparation of SAAC guest presenter materials, post on www.scddadvocacy.org website for member and community use.
11. Facilitate communication between SCDD chairperson and SAAC chairperson about committee interests, accessible meeting protocols and presentation at SAAC meetings.

12. Provide members, facilitators and SCDD with committee materials, advocacy videos and presentation slides on computer “flash drive” for presentations.
13. Provided all members with technology briefcases (webcam, headsets, speakers, flash drives) for video conferences and community presentations.

BRC - SAAC Meetings: March, May, July, September

1. Provided general support to members and facilitated group/meeting process.
2. Assisted SAAC leadership development - establishment of committee operating rules, member responsibilities, annual committee goals, plans, action steps, and committee reporting protocol to SCDD.
3. Facilitated SAAC member leadership development- reviewed and assisted development of member advocacy mission statements, goals, plans, action steps with annual review.
4. Completed orientation to SCDD facilitation guide (BRC/SCDD 2011), assisted members and their facilitators with facilitation needs surveys.
5. Facilitated regular review SCDD agenda items, SAAC discussion and recommendations, SAAC member preparation for participation in SCDD meetings.
6. Assisted SAAC chairperson and members with reports for SCDD meetings.
7. Provided advice for member participation in community outreach activities.
8. Facilitated support for SAAC collaboration with SSAN.
9. Provide practice with video conferencing and use of “flash drives” with files containing SAAC materials and advocacy resources.
10. Through September 2012, provided members and SCDD with paper copies of meeting materials.
11. Provided SCDD with electronic version of meeting materials.
13. Posted all SAAC materials used at meetings on www.scddadvocacy.org website in accessible formats and text versions.

BRC- SCDD Meetings: March, May, July, September

1. Provide member support during SCDD meetings (e.g., general support to members and/or members' facilitators, if requested).
2. Provide unofficial meeting notes on specific topics of interest to SAAC members as requested.
3. Provide SAAC chairperson with notes and written reports prepared overnight from SAAC meeting.

BRC - Post Meeting Activities

1. Maintained email and telephone contact with SAAC officers. Provided post meeting leadership reviews and advice about strategies to increase member participation and effectiveness of SAAC meetings.
2. Supported members (and their facilitators) with development of "Leadership by Example" role exemplified by outcomes achieved by SAAC officers.
3. Developed and provided members with requested outreach /presentation materials. Provided coordination support, if requested.
4. Facilitated "Leadership by Example" role for participation by SSAC representative at SSAN. Provided support and coaching for SAAC chair who served as acting chairperson of SSAN for two quarterly meetings.
5. Provided committee minutes in plain language for SCDD distribution.
6. Posted accessible and text versions of committee documents and meeting presentation slides on www.scddadvocacy.org website.
7. Provided additional 1:1 support for SAAC member and facilitators.



STATEWIDE SELF-ADVOCACY NETWORK



"It's very important that self-advocates organize; we say that we have a voice; this is a civil rights movement..."

We are looking forward to spreading vision and self-advocacy news throughout CA, perhaps the world."

SSAN members

The Statewide Self-Advocacy Network is a statewide association of self and peer advocates who represent regional and statewide advocacy organizations. Supported by SCDD, SSAN is established to build an alliance that links California communities with statewide organizations to advance inclusive civic participation and advocacy leadership by persons with disabilities.

SSAN organizes individuals who rely on California's human service systems to direct efforts that lead to more Californians with disabilities exercising fundamental freedoms. In so doing,

SSAN also functions as a means for accomplishing local, regional and statewide advocacy goals, with support of state and regional partner organizations.

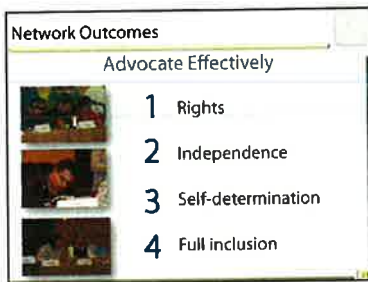
SSAN leadership will reach out to California communities through multi-year regional and state advocacy plans. By addressing local and statewide advocacy issues, SSAN provides practical approaches that reflect varied interests of people they represent. Plans are outcome-driven with activities and accomplishments included in reports to SCDD.

The disability rights movement has demonstrated that individuals with developmental disabilities can play a principal role in shaping public policy and advocacy. All members of the SSAN are engaged in various civic affairs of their communities, concentrating on peer and system advocacy for Californians with disabilities. After only two meetings they are engaged in personal and regional and/or statewide commitments to move their leadership forward and of their peers across the state. Accomplishing significant advocacy, be it personal, peer or policy outcomes, calls for reliance on engagement of local sponsoring organizations, meaningful partnerships and cultivating new allies to collaborate with shared action to accomplish sustainable change.



BRC - Preparation Activities

1. Developed detailed SSAN information booklets in plain language for members and Area Boards to learn about the Network in three formats, for statewide distribution and posting on www.scdd.ca.gov website.
2. Developed presentation materials and provided SSAN community presentations at four Area Board regions.
3. Ongoing consultation with SCDD leadership in preparation for network meetings, resource development, plan development and IT implementation.
4. Provided leadership coaching for acting chairperson March through July. Began monthly meetings in August with newly elected chairperson.
5. With SSAN acting chair developed meeting agendas for two SSAN meetings.
6. Developed all multi-media meeting and training materials for April and July two-day meetings in consultation with acting chairperson and SCDD.
7. Delivered multi-media meeting/training materials to SCDD for webpage.
8. Developed meeting evaluation tools.
9. Provided and prepared leadership coach speaker and volunteer SSAN member for presentation at SSAN meeting.
10. Prepared materials for SSAN organization and facilitator orientation sessions at SSAN meetings.
11. Provided members community report coaching prior to each meeting.
12. Provided technology coaching for members and organizations.



BRC - Quarterly Meeting #1 and #2:

April 11&12, July 25&26

1. Facilitated two-day SSAN meetings with three meeting facilitators, tech specialist and videographer.
2. Videotape member community reports for compilation into video record of member outcomes.
3. Provided orientation to SSAN and SCDD support team (facilitation, coaching, materials and website).
4. Provided two day facilitation for acting chairperson.
5. Facilitated review of SSAN purpose and development of mission and brand.
6. Assisted SSAN leadership development of committee operating rules, mission statement, member responsibilities, meeting rules and election of officers.
7. Facilitated creation of SSAN brand (logo, tag line).
8. Created field tested advocacy mission statement and action plan template.
9. Facilitated creation of SSAN member mission statements, goals and plan.
10. Initiated discussion of SSAN goals, plans, action steps, and reporting to SCDD.
11. Completed orientation to facilitation guide, assisted members and their facilitators with facilitation needs surveys and implementation.
12. Provided guidance in community outreach activities.
13. Provided "technology" briefcases to SSAN members and practice with utilization: SCDD advocacy website, computer "flash drive" (loaded with SSAN materials and advocacy resources), webcam, SSAN online "Google" communication group, Internet video calling.

BRC - Post meeting activities

1. Compiled initial data from meeting evaluations completed by SSAN members.
2. Provided graphic artist to develop SSAN logo/tag line design with members.
3. Provided ongoing support to facilitators of SSAN members.
4. Provided outreach/orientation to sponsoring organizations.
5. Prepared SSAN member, communication, reporting and leadership tools.
6. Facilitated two regional SSAN follow-up meetings (Los Angeles, Fairfield) to review content from quarterly meeting #1 and practice use of technology.
7. Facilitated completion of SSAN member mission statements and goals.
8. Facilitated use of Google group for member communication and decision-making.
9. Ongoing online AdobeConnect training.
10. Prepared and distributed meeting notes on scddadvocacy website.



SSAN meetings



MEDIA AND TECHNOLOGY RESOURCES

"Technology is very important..."

"Excited to learn how to use new technology – will be great to bring to local groups."

SSAN members

BRC developed a dedicated SCDD advocacy resource website that includes EFC, SSAC and SSAN materials along with training products developed or accessed for ongoing advocacy leadership development. These documents and materials will also serve others as tools for personal and organizational leadership goals so engagement in policy making may be more successfully lead by individuals with a wide range of abilities.

BRC invested in learning to utilize multi-media communication technologies that assist self-advocates "lead by example" when reaching out more broadly and connecting in new sustainable ways. As representatives of local, regional and statewide organizations, their use of email, teleconferencing, video conferencing, online organizational groups and social media, demonstrates both fluency with technology and cost effective approaches to building partnerships.

Technology tools introduced and practiced by EFC self-advocate members, SAAC and SSAN included: advocacy resource websites, computer "flash drives," teleconferencing, video conference hosting and calling, and an online Google group. These tools provide opportunities for increased self-reliance with communication and information sharing as self-advocates conduct business similar to that of other agencies.

The use of video media by self-advocates and organizations provides an easily accessible record of their efforts. BRC will produce reports in plain language and video to illustrate this advocacy work and outcomes. Both the plain language report and video will be posted for permanent record on the scddadvocacy.org website.



ACTIVITIES → OUTCOMES

Employment First Committee



- Adapt committee materials
- Facilitate preparation sessions
- Support member committee activities
- Continuity between meetings
- Facilitate participation at meetings

Self-Advocate Advisory Committee



- Adapt SCDD meeting materials
- Facilitate meeting process
- Develop slide presentations
- Provide members with materials
- Maintain SAAC webpage
- Leadership coaching for officers
- Develop training materials
- Provide facilitation training
- Support member committee activities

Statewide Self Advocate Network



- Adapt SSAN meeting materials
- Develop easy-to-use formats
- Coach SSAN leadership
- Facilitate SSAN meeting process
- Support SSAN leadership
- SSAN development plans
- Support to members' organization/staff
- Regional plan support
- Develop/maintain website



Leadership by Example

Employment First Committee

- Member testified at two legislative committee hearings re: Employment First.
- Members contributed to committee strategic goals and plans.
- Completed and presented data collection survey about employment.
- Brought community employment perspectives to committee meetings.

Self-Advocate Advisory Committee

- Completed individual advocacy mission statements, implemented plans and achieved outcomes to address personal/advocacy leadership goals.
- Completed facilitation guide and needs surveys to develop customized facilitation support plan and increase participation at committee and SCDD meetings.
- Increased participation at SCDD meetings.
- Began utilization of electronic online technology to communicate and share information: "flash drives" (loaded with SAAC materials and advocacy resources), SCDD advocacy website, and Internet video calling.
- Approved SAAC ground and operating rules, communication plan.
- Approved SAAC Annual Plan:
 - 1) Present recommendation to SCDD regarding better practices-accessible meetings and understandable information;
 - 2) Advocate on one state and one national disability rights issue;
 - 3) Continue community presentations/outreach; and
 - 4) Members make comment on at least one SCDD agenda item at each SCDD meeting.

Statewide Self-Advocacy Network

- Began completion of individual advocacy mission statements, plans and action steps to address personal/advocacy leadership goals. Some members have achieved outcomes that have increased their advocacy priorities.
- Completed facilitation guide and needs surveys to develop customized facilitation support plan. More focused facilitation support at meetings and in regions.
- Began utilization of electronic, online technology to communicate statewide and share information: "flash drives" (loaded with SSAN materials and advocacy resources), SCDD advocacy website, SSAN online "Google" group, Internet video calling. Increased communication and support.
- Use of online technology for communication and decision-making.
- Drafted operating rules, mission statement, member responsibilities and completed election of SSAN officers.
- Training and orientation to sponsoring organizations about SSAN, leadership and regional plan development.
- Regions began identifying partner organizations and advocacy groups.



Increased member participation in community activities, organizational leadership and policy-making.

Employment First Committee Members

- Members conducted presentation at August EFC meeting that reflected member activism in communities with their collection of information from peers regarding employment status.
- Outreach to advocates in communities using social media to determine interest in employment.
- Emailed state senators regarding Employment First legislation.

Self-Advocate Advisory Committee

- Four SAAC members selected to make presentations at June statewide self-advocacy conference.
- Developed statement concerning reports of abuse at developmental center(s).
- Finalized suggestions for more inclusive and accessible SCDD meetings with personal strategies using facilitators for SCDD leadership.
- Delivered recommendation for SCDD to support International Convention on the Rights of Persons with Disabilities and send letters to U.S. Senators.

Statewide Self-Advocacy Network

- Members were engaged at various leadership development levels during this period. For example, members reported they are: working with facilitators to move forward in their role as a SSAN member and its responsibilities; focused on personal leadership development plans; conducted community presentations; learned to utilize new communication technology; coordinated regional gatherings of SSAN members; identified groups with advocacy interests outside of the disability community; and attended conferences to share information.



Increased community awareness of SCDD advocacy leadership and advocacy resources, including advocacy online web pages.

Employment First Committee Members

- Representing EFC, peer advocate members conducted online and in-person survey of peers regarding employment status.
- Use of social media for outreach about employment perspectives.

Self-Advocate Advisory Committee

- Members conducted nine presentations in regions across the state regarding SCDD-SAAC. As active members of many local and regional organizations, (e.g., regional center consumer advisory committee, University Center for Excellence on Developmental Disabilities Community Advisory Committee, People First, In-Home Supportive Services advocacy group, high school transition advocacy group and Area Boards), they also reported that information about SCDD and its advocacy work was shared during these routine meetings and/or outreach involvements.

Statewide Self-Advocacy Network

- After first meeting in April, members reported in July that they had conducted 20 presentations in regions across the state regarding SSAN. As active members of many local and regional organizations (e.g., community day programs, People First groups and self-advocacy networks, UCEDD and Area Board activities, regional center consumer advisory committees, autism support and disability awareness groups, Department of Developmental Services Consumer Advisory Committee, independent living center youth advisory council and a variety of civic involvements not specific to disability rights), members indicated they are sharing information about both SSAN and SCDD's advocacy resources, including the website and its multimedia tools.

4



Sustainable statewide self-advocacy network that engages community, regional and statewide advocates.

Statewide Self-Advocacy Network

- Established routine quarterly meetings: two-day meetings (leadership development training and committee business) with meeting facilitators, tech specialist and videographer support.
- Amplification of SSAN and its purpose by providing members PowerPoint template and plain language booklet to assist with describing SSAN.
- Initiated discussion of SSAN goals, plans, action steps, and reporting obligations to SCDD.

5



Easy-to-use advocacy website pages and blog.

Employment First Committee Members, Self-Advocacy Advisory Committee, Statewide Self-Advocacy Network

- Developed dedicated website - www.scddadvocacy.org - that includes SSAN, EFC and SAAC meeting materials, training tools and products developed or accessed for ongoing advocacy leadership development.
- Regular and timely submissions of EFC, SAAC and SSAN meeting and training materials, related advocacy resources (e.g., Convention on the Rights of Persons with Disabilities plain language resources and videos) for uploading on SCDD website.
- SSAN Google group activated with members and their sponsoring organizations are contributors providing resource information and updates about advocacy outreach in regions.

6



SCDD advocacy resource room

- Provided organizational support with establishment of accessible SCDD advocacy resource room at SCDD headquarters that highlights online self and peer advocacy training tools, multimedia resources and others available in traditional formats.
- Provided resource room with two laptops, LCD projector and accessories for self-advocate use; video conferences, conferences, community meetings.

7



Technology and Resources

- Website development with upgrades and ongoing uploads of advocacy tools and meeting materials to website: www.scddadvocacy.org.
- Establish SSAN online Google Group.
- Assist SCDD with development of Self-Advocacy Resource Room
- Collect meeting video recordings of leadership activities to demonstrate strategies in video and plain language formats for annual report.

8



Additional deliverables

- Annual report produced in two alternative formats - plain language and video.
- SSAN Newsletters describing the SSAN and member outcomes
- Multiple booklets describing SSAN purpose and components.
- Multi-media documents/media tools for self-advocates and advocacy groups to support leadership development, planning and engagement in policy-making.
- Training for SCDD staff on creating accessible documents.
- Support to SCDD advocacy liaison.
- Supplied additional advocacy website content for community access.
- Assisted with facilitating regional SSAN member gatherings to review SSAN activities and practice leadership and technology skills.
- Record and produce video of SSAN member community from July meeting.

Future Outlook



BRC has successfully performed the required activities and achieved outcomes described in the *Facilitation Support and Training Services for the California State Council on Developmental Disabilities* grant. In addition, BRC provided extra deliverables to strengthen the efforts of self-advocates in realizing the long-term advocacy goals identified at the ADD Summit in 2011.

BRC performed activities, submitted deliverables and achieved prescribed outcomes utilizing less than 2012 budget allocation for this period. Accordingly, BRC anticipates a return of more than \$21,000 to SCDD due to the following:

1. Success of methodologies that reduced need for BRC team support.
2. Increased role of self-advocates.
3. Use of webinars for training purposes.
4. Area Boards utilization of self-advocacy funds for technical equipment.
5. Reduced cost to implement technology usage, website design.
6. Reduction of travel expenses due to use of online meeting technology.



Future Outlook - Year 2

Contractor role

With completion of the grant's first year plan, BRC is projecting ongoing success of SSAN and advocacy outcomes due to increased interest, capacity and participation from members, Area Boards and sponsoring organizations. Additionally, utilization of technology and refined strategies that enhance peer-to-peer support, BRC has performed required tasks and realized outcomes without needing the full projected budget allocated in the grant. Due to increased momentum and transferring more responsibility to members who require less facilitation based upon their personal leadership progress, BRC is recommending a reduction of the approved grant amount for 2012-2013 by \$56,000 maintaining year two grant contract activities and outcomes.

Reduction due to the following:

1. Further implementation of leadership and peer mentoring strategies.
2. Increased activism of self-advocates.
3. Increased participation from Area Boards and invited partner agencies.
4. Focused use of self-advocacy funds provided to 13 Area Boards.
5. Increased peer to peer training webinars and online communication.
6. Reduction in technology equipment needs.
7. SCDD assuming role of website, blog and video conference maintenance.
8. Reduction of travel expenses.

2012-2013 Employment First Committee Member Outlook

- Self-Advocate members increase familiarity of Employment First goals.
- Self-Advocate members create leadership plan focused on Employment First.
- Self-Advocate members carry out Employment First community outreach.
- Increased self-advocate member participation at EEFC meetings.
- Self-Advocate members advise EFC on more accessible meeting formats.

2012-2013 Self-Advocate Advisory Committee Outlook

- Development of SAAC annual plan aimed at accessible SCDD meetings.
- Increased leadership using personal plans, action steps and support, as needed.
- Implement annual plan to address advocacy positions: state/national issues and bring to SCDD meetings.
- Greater member participation at SCDD meetings.

2012-2013 Statewide Self-Advocacy Network Outlook

- Develop SSAN regional and statewide advocacy plans
- Grow collaborative relationships with regional partners
- *Lead by example* by sharing online resources to increase peer communication and mentorship statewide.
- Increase understanding of SSAN's purpose and advocacy work across state.
- Greater engagement of SCDD (IT, website uploads/maintenance, resource room, video conference, etc.)

Attachments



1. Evaluation – Statewide Self-Advocacy Network
2. External Drive directory of BRC deliverables



Self-Advocacy Network Evaluation

Hannah H. MacLaren, M.A.

BRC developed assessment tools to evaluate effectiveness of training process and content, materials adaptations and member input at meetings. A satisfaction survey was also used to document member satisfaction and effectiveness of facilitation, coaching and training tools and adaptations.

Evaluation, First Year (two quarterly meetings) 2012

Context:

In 2011 the federal Administration on Developmental Disabilities (ADD) held a Self-Advocacy Summit in Los Angeles to generate recommendations for strengthening the self-advocacy movement across the country. The California team, including self-advocates, made recommendations that are incorporated into the Statewide Self-Advocacy Network (SSAN):

1. 13 Area Boards as regional groups be the organizing units around which a state network could be developed;
2. Self-advocate members would identify their priorities and establish common network goals;
3. State network of self-advocates would work toward expanding self-advocacy in their respective regions; and
4. Statewide coalition building, with capacity for peer led participation and leadership, and creation of statewide self-advocacy resources available in an on-line library.

Incorporating many of these recommendations, the State Council on Developmental Disabilities (SCDD) created a 2012-2016 State Strategic Plan, with its Goal #1 *to increase peer advocacy by persons with disabilities through development of personal and public leadership that engages community, regional and statewide allies to advance the quality of life for all Californians with disabilities*. As a means to achieve this Goal, the Council created SSAN with four key objectives:

1. Council will promote the stability and expansion of a statewide self-advocacy network... ensuring local delegates are able to participate effectively in statewide meetings and events.
2. The Council will strengthen existing self-advocacy groups.
3. Council will help to educate self-advocates so they are better able to assert their human, service and civil rights..... Be better informed on issues that impact them.
4. The Council will collaborate with local and statewide groups to promote and support the efforts of cross-disability and youth disability organizations to strengthen their leadership networks.

The federal element from the Summit provided further recommendation about what could be included in SSAN:

1. Websites (online library) with self-advocacy resources and information be *user-friendly*;
2. Influence public policy;
3. Outreach to (transition and adults under 30 years), underserved communities, and seniors.

The Board Resource Center (BRC), which has years of successful experience creating self-advocacy tools and working with disability communities to enhance life quality, was charged with assisting the Council in establishing SSAN and develop a three-year plan to meet the self-advocacy goals outlined above, beginning in March 2012.

BRC uses a comprehensive service methodology, previously refined with their work for SCDD and numerous other advocacy groups. Key elements include: 1) strategic leadership development and training; 2) group facilitation and individual coaching; 3) meeting preparation activities; 4) multi-media materials development and adaptation; and 5) developing self-advocacy websites.

Project Summary: The BRC/SSAN comprehensive three-year project is designed to enable SSAN members to become leaders in their respective regions, engaging more participants in authentic self-advocacy and multi-agency project development. To this end, BRC holds quarterly SSAN meetings and trainings with key stakeholders: members, their facilitators and coaches, and supporting agencies. Each meeting, run by the elected members, provides information about aspects of current statewide initiatives, training on the sequence of tools and processes, practice opportunities, and demonstrations of mastery of prior tools and processes.

Evaluation, First Year (April 2012 – September 2012) BRC/SSAN

This evaluation includes Key Performance Indicators (milestones to determine progress toward the project goals) through the assessment of process, outcomes, and needs using both qualitative methods of interviews and observations and quantitative methods of surveys and questionnaires with in specific parameters of the project. Data is used to identify next steps, support needs, meeting agendas, and process modifications. The specific evaluation categories are to look at the *effectiveness* of the BRC trainings processes and the *satisfaction* or *affect* component of the meetings.

The April meeting survey focused on the effectiveness of the training through the questions:

- | | |
|---|-------------|
| 1. <i>Was information presented clearly today?</i> | 17/yes 0/no |
| 2. <i>Do you understand the Network's purpose?</i> | 17/yes 0/no |
| 3. <i>Do you understand your role, the role of facilitators, and your area board sponsor?</i> | 15/yes 2/no |

What is an advocacy mission statement? Why is an advocacy mission statement important?

These questions required a statement from each of the participants, indicating the degree of understanding in their own words. This was important as the members were expected to create their own advocacy mission statement and begin the process of explaining it to their agency constituents.

And also asked, under the heading of Support and Information: ***Are there any areas you need additional information to carry out your role as a SSAN member?***

In this section the members were able to note their areas and needs going forward.

- | | |
|---------------------------------|-------------|
| 1. SSAN Purpose | 9/yes 11/no |
| 2. SSAN member responsibilities | 9/yes 7/no |
| 3. Leadership Coaching | 10/yes 6/no |
| 4. Using technology | 11/yes 6/no |

5. SSAN facilitation (BRC)	10/yes 6/no
6. Member facilitation	10/yes 6/no
7. Creating regional plan	12/yes 3/no

This data from the first SSAN meeting in April provided BRC key information regarding gaps in understandings and areas in need of targeted support to be planned and proffered before the following meeting in July. It also underscored the reality that while the information was felt to be clearly presented, getting to a place of understanding on the part of the members would necessitate modifications in the process' next steps.

This was reflected in the refinement of the agenda for the July meeting: minimizing the new information to be presented (the coaching position and function); providing the practice opportunities for the new tool that was introduced (Google group, internet meetings, and communications), reporting out and presentations of prior work (advocacy mission statements and reports on their agency work) which were oral and video-taped. Additionally, the April evaluations provided BRC team facilitators a picture of the level of supports the SSAN members were receiving from their respective agencies.

The July meeting surveys were designed to provide feedback on BRC facilitators (BRC team) vis-à-vis the *effectiveness of the training process* and effectiveness of the training and information content components. The results showed that the SSAN facilitators were:

1. helpful	14/yes 1/no 2/sometimes
2. respectful of members	16/yes 0/no 2/sometimes
3. listened to members	15/yes 0/no 3/sometimes
4. helped members be included in discussions	16/yes 0/no 2/sometimes

The *content* results showed increased understanding as SSAN members became increasing comfortable with SSAN and their responsibilities:

I better understand the important issues in our state	15/yes 2/not sure
Meeting participation	
<i>I felt prepared giving my report</i>	16/yes 2/no
<i>Member reports are a good way of sharing resource information</i>	17/yes 1/not sure

Members were asked to comment on support they were receiving from their agency facilitators:

1. <i>Helped me prepare for the meeting today</i>	15/yes 2/sometimes
2. <i>Helped me understand what was presented at the meeting</i>	17/yes 1/no
3. <i>Helped me participate</i>	15/yes 1/no 12/sometimes
4. <i>Available when needed</i>	18/yes

Comments reflected in increased engagement of the agency facilitators since the April meeting:

1. I had an emergency and she came and helped
2. My facilitator is laid back and helps when needed
3. Very hard working, very supporting, caring and a really good friend
4. My facilitator was not here but other staff helped when needed

At the July meeting two new elements were introduced: a leadership coaching options which the members could request and a new online tech tool AdobeConnect

Members' survey evaluations show that most of them understood what leadership coaching is (17/yes, 1/sometimes), what the benefits are (13/yes, 2/no, 3/sometimes), how it could support them (12/yes, 2/not sure), and if they would like a coach to work with them (10/yes, 1/no, 3/not sure). Additionally, this part of the survey asked members to describe the kind of coaching support they would use: 7/Encourage me, 5/Focus on my action steps

Other:

- Meet to discuss goals
- Teach me how to strengthen my leadership skills
- Give me advice on becoming a better leader
- Help me with my plan
- Bounce ideas

The addition, AdobeConnect (online video calling) was added to members' kit of tools with a practice component built into the session as they worked in groups. The evaluations showed the degree of understanding how to use AdobeConnect (14/yes, 4/not sure); helpfulness of this tool (16/yes, 2/not sure), and how it might assist with online calling (9/helpful, 2/not helpful, 7/sometimes helpful).

The final evaluation component looked at how SSAN members were using the various tools available, online PowerPoint slides (15/helpful, 3/sometimes helpful), knowing how to take photographs that can be used in a video (15/yes, 3/not sure), their computer flash drives on which all the meeting materials had been loaded (16/helpful, 1/not helpful, 3/sometimes helpful)

And prompted the following comments:

- | | |
|---|--|
| ○ Did not use flash drive | ○ I hope we can use Adobe soon; practice |
| ○ I need more practice | for practice sake gets repetitive |
| ○ Doesn't work with wifi | ○ Need materials ahead of meeting |
| ○ Awesome! Cool! | ○ All tech combined makes it easy to reach |
| ○ Pre-load flash drive prior to meeting | people who aren't local |
| | ○ Ongoing, work in progress |

In summary, it is clear that there is a significant increase in understanding, utilization and authentic engagement on the part of the network members and their facilitators on the purpose and process of the SSAN component of this project. Additionally the BRC facilitators are reflective and responsive to the feedback from the members and using the input from the July meeting to organize and next meeting with the elected representative of the Network.

Hannah MacLaren
External evaluator
BRC/SSAN



BRC Deliverables

Documents, Presentations, Media
Developed by Board Resource Center
for SCDD and Area Boards
March - September 2012

SCDDadvocacy.org website

1. Format, design, codes
2. Documents posted 2011-2012 from: EFC, SAAC, SSAN
3. Additional advocacy-related media provided by BRC

Media/Videos

1. *Work is for All* (video, booklet)
2. Boards for All
(Website design/codes, video series, manual, worksheets)
3. SCDD introduction (video)
4. *Convention on the Rights of Persons with Disabilities* video
(Human Rights Forum, DDS CAC 2009 – BRC)
5. Advocating with your Elected Official -Area Board 9
(Website design/codes, video series, manual, worksheets)
6. Meeting video footage from SSAN, SCDD, SAAC



2012-2016 State Plan

Introduction

State Councils on Developmental Disabilities are funded by the Administration on Developmental Disabilities (ADD) under federal law 42 USC 15021 SEC. 121 to “engage in advocacy, capacity building, and systemic change activities that contribute to a coordinated, consumer- and family-centered, consumer- and family-directed, comprehensive system of community services, individualized supports, and other forms of assistance that enable individuals with developmental disabilities to exercise self-determination, be independent, be productive, and be integrated and included in all facets of community life.”

State Councils on Developmental Disabilities (SCDD) develop 5 year State Plans which identify goals and objectives that fall under one or more federal areas of emphasis: quality assurance, education and early intervention, child care, health, employment, housing, transportation, recreation, and other services available or offered to individuals in a community, including formal and informal community supports that affect their quality of life.

California is the most diverse and populous state in the nation. The state encompasses vast rural and agricultural areas that are sparsely populated as well as densely populated metropolitan areas, including Los Angeles, with over 3 million residents. Culturally and ethnically, there is no majority group in the state but a great variety of cultures, ethnic and racial groups. Over 200 different languages are spoken in California, with large populations of households having limited English proficiency.

Because of the vast size, complexity, and diversity of the State of California, it is critical to engage local communities in the development and implementation of the State Plan. The California SCDD is unique in having a network of 13 regional offices, known as the Area Boards on Developmental Disabilities. The Council, in concert with its area boards, has engaged the

local communities in initiating planning for the 2012-2016 State Plan over the past year. This entailed a community-based public process that enabled the Council to develop local goals and objectives based on the State Plan requirements, essentially building the State Plan from the ground up. These local plans are the basis for the California State Plan which also incorporates statewide system change projects. By developing the State Plan in a locally responsive manner, the SCDD believes that its goals, objectives and priorities will more effectively reflect the cultural, ethnic and language diversity of communities at both a local and state level.

The Local Plans, goals and objectives for each local area board are an appendix to the State Plan and give details as to how statewide goals will be implemented in the local area based on local needs and resources.

2012-16 STATE GOALS

Goal #1

Individuals with developmental disabilities have the information, skills, opportunities and support to advocate for their rights and services and to achieve self determination, independence, productivity, integration and inclusion in all facets of community life.

Areas of Emphasis:

☒Quality ☐Education and Early Intervention
☐Health ☐Employment ☐Housing ☐Formal
and Informal community supports ☐Cross
cutting

Objectives

1a) The Council will promote the stability and expansion of a statewide self-advocacy network through financial and in-kind support, which includes ensuring that local delegates are able to participate effectively in statewide meetings and events.



1b) The Council will strengthen existing self-advocacy groups and promote establishment of new groups at the local level. At least 23 new self-advocacy groups will

be developed in new geographic areas. The number of self-advocates who participate in self-advocacy efforts as a result of this support will increase by 370 statewide annually.



1c) The Council will help to educate self-advocates so they are better able to assert their human, service and civil rights, prevent abuse, neglect, sexual and financial exploitation and be better informed on issues that affect them. At least 2800 self-advocates will be reached annually.

1d) The Council will collaborate with at least 31 local and statewide groups to

promote and support the efforts of cross-disability and youth disability organizations to expand and strengthen their leadership network.

1e) At least 125 individuals with developmental disabilities will be supported and trained to become effective trainers of other individuals with developmental disabilities who in turn, will assume leadership roles.

Goal #2:

Individuals with developmental disabilities and their families become aware of their rights and receive the supports and services they are entitled to by law across the lifespan, including early intervention, transition into school, education, transition to adult life, adult services and supports, and senior services and supports.

Areas of Emphasis:

☒Quality ☒Education and Early Intervention ☒Health ☒Employment ☐Housing ☒Formal and Informal community supports ☐Cross cutting



Objectives

2a) On an annual basis, the Council will provide advocacy regarding education, early intervention, regional center (community) services and other services and supports to at least 1,700 individuals and/or families, at least 300 of who are non-English speaking or limited English proficiency.

2b) Individuals with developmental disabilities, their families and their support

COUNCIL MEMBER POLICY FOR REPRESENTATION AT OUTSIDE EVENTS

The California State Council on Developmental Disabilities (Council) supports events that promote self-advocacy, leadership and education, thereby enabling people with developmental disabilities and their family members to participate in and encourage participation in events, conferences and other activities.

Moreover, the Council may elect to sponsor events, conferences and other activities which may serve to further the mission and vision of the agency.

Relevant Authority

The SCDD Incompatibility Activities Statement provides that:

Pursuant to Government Code section 19990, the prohibited activities enumerated below are inconsistent, incompatible, and/or in conflict with the duties of officers and employees of the State Council on Developmental Disabilities (SCDD).

1. Using the prestige or influence of an office or employment with the SCDD for the officer's or employee's private gain or advantage, or the private gain or advantage of another.
2. Using time, facilities, equipment or supplies of the SCDD for the officer's or employee's private gain or advantage, or the private gain or advantage of another.
3. Using confidential information acquired by virtue of employment by the SCDD for the officer's or employee's private gain or advantage, or the private gain or advantage of another.
4. Receiving or accepting money or any other consideration from anyone, other than the State, for performance of an act which the officer or employee would be required or expected to render in the regular course of hours of

his/her state employment or as part of his/her duties as an officer or employee of the SCDD.

5. Performing an act or activity in a capacity other than that of an officer or employee of the SCDD when the act or activity performed is subject to direct control, inspection, investigation, review, audit or enforcement by the officer or employee or is normally subject to the direct control, inspection, investigations, review, audit or enforcement by the SCDD Area Board to which the officer or employee is assigned.
6. Directly or indirectly receiving or accepting any gift, service, gratuity, favor, entertainment, hospitality, loan or any other thing of value, from anyone who is doing or seeking to do business of any kind with the state, under circumstances from which it could reasonably be inferred that the gift, service, gratuity, favor, entertainment, hospitality, loan or any other thing of value was intended to influence him/her in his/her official duties or was intended as a reward of any official action on his/her part.
7. Subject to any other laws, rules, or regulations as pertain hereto, not devoting his/her full time, attention, and efforts to his/her state office or employment during his/her hours of duty as a state officer or employee.
8. Divulging confidential information, data or records of the SCDD to any person to whom the issuance of such information, data or records has not been authorized, or divulging or making use of any records of the SCDD for a mailing list or any other unauthorized purpose.

Policy

No Council member or employee may participate in any business dealing or other arrangement that would allow them to profit, directly or indirectly from their participation.

No Council member or employee may represent the Council in any outside event, conference or any other activity except when specifically authorized to do so by the Council.

Procedure

Council members

In order to represent the Council in any outside event, conference or any other activity, Council members shall bring to the next Council or Executive Committee (whichever is closest in date):

1. A synopsis of the event that includes relevant State Strategic Plan goal(s) and objective(s) met by the event
2. The date of the event
3. Relevant information regarding the attendance of self-advocates and their families.
4. Information regarding any training or replication that may occur by means of this event.
5. Any additional relevant information that would assist the Council or Executive Committee in making a determination to allow the Member to represent the agency at the event.

Employees

Employees shall bring all requests to the Council Executive Director for approval prior to representing the agency at any event.

SCDD POLICY FOR CONFERENCE ATTENDANCE BY COUNCIL MEMBERS

The California State Council on Developmental Disabilities (SCDD) supports events that promote self-advocacy, leadership and education, thereby enabling people with developmental disabilities and their family members to expand their knowledge and skills. Toward that aim and to better carry out their responsibilities on the Council, Council members may apply to attend a relevant conference with costs underwritten by the Council.

Policy

This policy applies only to self-advocate and family advocate members of the Council. All other Council members are ineligible to receive Council funds for conferences.

Council members who wish to attend a conference shall contact the Chair of the Council and the Executive Director to the extent possible at least 30 days prior to the scheduled event, and provide the following information:

1. Conference title, subject matter, content information, benefit and alignment with State Plan
2. Cost of conference and estimated associated travel costs
3. Date and location of event
4. Other anticipated costs including accommodation and support costs, if indicated

Council members are eligible to attend one conference per state fiscal year if the Chair as advised by the Executive Director determines that sufficient funds exist. Requests will be responded to in the order received.

Exceptions to the one conference maximum may be granted by the Chair or as delegated by the Chair to the Executive Director on a case by case basis, depending on the needs of the Council and the availability of funds.

In the event of a disagreement between the Chair and the Council member requesting payment of conference costs, the matter may be referred to the Executive Committee for resolution.

Approved November 7, 2012

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Orientation of New Council Members.

BACKGROUND: In the past, Council staff provided an orientation for new Council Members, including providing a binder that contained useful forms and information. At some point, the orientation was discontinued. We plan to resume this practice and are in the process of putting together a new binder. The binder will include, among:

- NACDD roles and responsibilities
- New Hire/Member personnel forms including SCDD oath
- Honoraria Policy and form, Support Services Policy and form, FPPC Form 700 and annual/ assuming office letter
- SCDD By-Laws
- SCDD 2012-2016 State Plan
- Travel Guide
- Staff Roster
- Council Roster
- Meeting Schedule

ANALYSIS/DISCUSSION: We are hopeful that the orientation will lead to better prepared and confident Council members.

PRIOR COUNCIL ACTIVITY: The council previously had council member binders given during orientation of new members, but the practice was suspended.

RECOMMENDATION(S): Staff recommends that a new member orientation process be resumed.

ATTACHMENTS(S): None

PREPARED: Julian Garcia, October 22, 2012

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Appointment of Interim Executive Director

BACKGROUND: On August 22, 2012, the former State Council on Developmental Disabilities (SCDD) Executive Director was placed on leave by Leroy Shipp, Chairperson of the SCDD. At the same time, Mr. Shipp placed Roberta Newton in charge of SCDD operations, thereby naming her Acting Executive Director.

Since August 22, many management and administrative matters have arisen that require immediate attention and action to ensure that the SCDD complies with all State and federal mandates as well as comply with appropriate due diligence to minimize any subsequent liability.

During the September 12, 2012 Council meeting, the Council took no action to appoint an Interim Director. However, the Council took action to appoint an Ad-Hoc Administrative Committee that would appoint an Interim and permanent Executive Director.

ANALYSIS/DISCUSSION: During the Ad-Hoc Administrative Committee it was expressed that a closed session action taken by the Council on September 12, 2012, prevented the Ad-Hoc Administrative Committee from taking any further action during their open session that would contradict the Council's closed session action.

During the Ad-Hoc Administrative meeting, it was advised by both SCDD and Attorney General counsels that Bagley-Keene (Government Code Section 11126.3) requires that after any closed session, the state body shall reconvene into open session and shall make any reports and disclosures required by 11125.2 of action(s) taken in closed session. Section 11125.2 requires that the state body report publicly **any action taken, and any rollcall vote thereon, to appoint, employ, or dismiss** a public employee arising out of any closed session of the state body.

Therefore, if the Council elects to move forward with the closed session action taken on September 12, 2012, it is required that the Council report out that closed session action during this meeting in order to fully comply with Bagley-Keene. On the other hand, if the Council does not report the

closed session action, it will be presumed that the closed session action, **as reported out during the open session of September 12, 2012** is correct.

COUNCIL STRATEGIC PLAN OBJECTIVE: None

PRIOR COMMITTEE ACTIVITY: None

RECOMMENDATION(S): In consideration of the other recommendations made by the Executive Committee during their regular meeting on October 18 regarding the committee structure and the status of current agency operations, it is the recommendation of the Executive Committee that the Council appoint Roberta Newton as Interim Executive Director.

ATTACHMENTS(S): None

PREPARED: Melissa C. Corral, October 22, 2012

2013 Proposed Meeting Dates

Month	Self-Advocates Advisory Committee	Council Meeting
January	15	16
February		
March	19	20
April		
May	21	22
June		
July	16	17
August		
September	17	18
October		
*November	13	14
December		
*NOTE: Due to the Veterans Day holiday, November meeting dates are on Wednesday and Thursday.		

Draft
Nominating Committee Meeting Minutes
October 9, 2012

Attending Members

Leroy Shipp
Jennifer Allen
Max Duley
Ray Ceragioli

Members Absent

Others Attending

Melissa Corral
Thomas Johnson

1. **Call to Order**

Leroy Shipp called the meeting to order at 10:05 a.m. and established a quorum present.

2. **Welcome and Introductions**

Members and others introduced themselves.

3. **Public Comments**

There were no public comments.

4. **Chairperson's Report**

Leroy reported on the critical situation that the Council and staff have recently dealt with and called for the Nominating committee to consider nominating individuals with strong leadership skills, knowledge, and experience. He was concerned with stabilizing the organization and bringing back credibility and legitimacy to the Council.

5. **Establishment of Slate of Nominees for Election of Chairperson and for Election of Vice-Chairperson**

It was moved/seconded (Shipp/Duley) and carried to establish the slate of nominations for Chairperson as Jorge Aguilar and Jennifer Allen to the full Council.

It was moved/seconded (Duley/Ceragioli) and carried to establish the slate of nominations for Vice-Chairperson as Jennifer Allen and Leroy Shipp to the full Council.

It was moved/seconded (Ceragioli/Duley) and carried to prepare written ballots for the November 7, 2012 election of the Chair and Vice-Chair of the Council.

6. **Adjournment**

The meeting was adjourned at 10:36 a.m.

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Slate of Nominees for Chairperson and Vice-Chairperson

BACKGROUND: The election of Council officers shall occur once every two years during the last meeting of the appropriate calendar year. Only self and family advocate members shall be eligible to hold office.

ANALYSIS/DISCUSSION: The SCDD bylaws provide that the Nominating Committee:

- (a) Be composed of at least three (3) and not more than five (5) Council members.
- (b) Be elected by the Council at the September Council meeting from a slate of nominations presented by the Executive Committee.
- (c) Serve for one year. Be elected at least forty-five (45) days prior to the annual election.

The Executive Committee met on August 14, 2012 and took action to recommend the following slate of nominations for the Nominating Committee without regard to order:

Leroy Shipp
Ray Ceragioli
Jorge Aguilar
Dan Boomer
Jennifer Allen

The full Council elected the Nominating Committee membership during their September Council meeting; however, Jorge Aguilar resigned from the Nominating Committee and was replaced by Max Duley.

The Nominating Committee met on October 9, 2012 and took action to create the following slate of nominees:

Chairperson

Jorge Aguilar
Jennifer Allen

Vice-Chairperson

Jennifer Allen
Leroy Shipp

In accordance with SCDD bylaws, nominations from the floor may be made after the report from the Nominating Committee is presented.

COUNCIL STRATEGIC PLAN OBJECTIVE: None

PRIOR COUNCIL ACTIVITY: None

RECOMMENDATION(S): Conduct an election for Chairperson and Vice-Chairperson.

ATTACHMENT(S): 2012 Council Bylaws

PREPARED: Melissa C. Corral, October 10, 2012

2012 ELECTION OF OFFICERS

*Please select one candidate for Chairperson
AND
One candidate for Vice-Chairperson
By placing an "X" in front of their name*

PLEASE BE ADVISED THAT ALL VOTES WILL BE PUBLICLY READ DURING THE
MEETING AFTER ALL BALLOTS ARE COLLECTED

	<i>Chairperson</i>		<i>Vice-Chairperson</i>
	Jorge Aguilar		Jennifer Allen
	Jennifer Allen		Leroy Shipp

Council Member
Printed Name

Council Member
Signature